

## Unit 6: Spreadsheets – design and use (2010)

Student Name:

Teacher:

Date:

Assessment Objective	Pass	Merit	Distinction
<p><b>AO1</b> <i>Develop a spreadsheet to meet the needs of an organisation</i></p>	<p>Candidates will state user requirements. They will create a functional spreadsheet that mostly meets the requirements of the user. The spreadsheet will include formulas using at least two of +, -, * and /. Functions from at least two different categories will be used. Relative or absolute cell referencing will be used. The spreadsheet may contain only one sheet.</p>	<p>Candidates will state user requirements. They will create a functional spreadsheet that meets the requirements of the user. The spreadsheet will include formulas using all of +, -, * and /. Functions from at least three different categories will be used. This will include the use of one IF statement. Relative or absolute cell referencing will be used. Most choices will be appropriate. The spreadsheet will contain more than one sheet, linked by formulas.</p>	<p>Candidates will state user requirements. They will create a functional spreadsheet that meets the requirements of the user. The spreadsheet will include formulas using all of +, -, *, / and brackets. Functions from at least four different categories will be used. This will include the use of one IF statement. Relative and absolute cell referencing will be used. All choices will be appropriate. The spreadsheet will contain more than one sheet, linked by formulas.</p>
<b>AO1 NOTES</b>	<b>AO1: P M D</b>		
<p><b>AO2</b> <i>Format a spreadsheet to make it user friendly</i></p>	<p>Candidates will use text and background colour and cell borders although these may not show the different types of cell in the most helpful way. They will adjust row height or column width and will merge cells. They will set the direction of text in a cell. They will add at least one example of help for the user, such as an instruction on the sheet, a cell comment, an input message or validation, although this may not be of a high quality.</p>	<p>Candidates will use text and background colour and cell borders to distinguish between different types of cell (eg cells to input data, cells which automatically calculate). They will adjust row height or column width, hide and show rows or columns and will merge cells. They will set the direction of text in a cell and will set some text to wrap in a cell. They will add help for a new user. This help will include at least one cell comment and appropriate validation in at least one row/column. They will use conditional formatting.</p>	<p>Candidates will appropriately use text and background colour and cell borders to distinguish between different types of cell (eg cells to input data, cells which automatically calculate). They will adjust row height or column width, hide and show rows or columns and will merge cells. They will set the direction of text in a cell and will set some text to wrap in a cell. They will add sufficient help to enable a beginner to use the spreadsheet with ease. This help will include suitable cell comments and validation with useful feedback to users. They will set cells for input from a drop-down list. They will use conditional formatting to make the output clearer. They will use worksheet protection to prevent a user changing/deleting formulas whilst allowing data to be added/edited as needed by a user.</p>
<b>AO2 NOTES</b>	<b>AO2: P M D</b>		
<p><b>AO3</b> <i>Sort data and use simple filters</i></p>	<p>Candidates will sort data using one field. They will filter data using one field. They will state the purpose of their sort and filter.</p>	<p>Candidates will sort data using at least two fields. They will filter data using at least two fields. They will state the purpose of their sort and filter.</p>	<p>Candidates will sort data using at least two fields. They will filter data using at least two fields. They will customise at least one filter. They will state the purpose of their sort and filter(s).</p>
<b>AO3 NOTES</b>	<b>AO3: P M D</b>		
<p><b>AO4</b> <i>Carry out modelling activities using a spreadsheet</i></p>	<p>Candidates will change different variables in their spreadsheet to make at least two predictions or decisions. They will state the results obtained.</p>	<p>Candidates will change different variables in their spreadsheet to make at least two predictions or decisions. They will write about their investigations and the results they find.</p>	<p>Candidates will change different variables in their spreadsheet and make suitable predictions and decisions. They will write about their investigations and the results they find.</p>
<b>AO4 NOTES</b>	<b>AO4: P M D</b>		

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<b>Assessment Objective</b>	<b>Pass</b>	<b>Merit</b>	<b>Distinction</b>
<b>AO5</b> <i>Analyse data using appropriate graphs/charts</i>	Candidates will create at least two different types of graph/chart. Graphs should be given appropriate titles and the data will be labelled.	Candidates will create at least one example of each type of graph from line graph, bar chart and pie chart. At least one of these should compare values from different data sets. Graphs should be given titles and appropriate axis labels.	Candidates will create at least one good example of each type of graph from line graph, bar chart and pie chart. At least one of these should compare values from different data sets. Graphs should be given titles and axes will be appropriately scaled and labelled. The final graphs will be clear, show the data clearly and helpfully and be appropriate for the type of data plotted.
<b>AO5 NOTES</b>	<b>AO5: P M D</b>		
<b>AO6</b> <i>Create macros to automate procedures in a spreadsheet</i>	Candidates will record a simple macro to automate a sequence of at least two tasks. They will enable this macro to be run by either keyboard shortcut or a button on the sheet or on the toolbar. They will access the macro code and print it out.	Candidates will record a macro to automate a sequence of at least two tasks. They will enable this macro to be run by both a keyboard shortcut and a button on the sheet or on the toolbar. They will access the macro code and print it out. They will describe what the macro does and how it can be run.	Candidates will record a macro to automate a sequence of more than two tasks. They will enable this macro to be run by both a keyboard shortcut and a button on the sheet or on the toolbar. They will access the macro code and print it out. They will describe what the macro does and how it can be run. They will annotate the macro code to show the function of at least three different lines of code.
<b>AO6 NOTES</b>	<b>AO6: P M D</b>		
<b>AO7</b> <i>Test the spreadsheet solution</i>	Candidates will test their spreadsheet solution, ensuring that it provides accurate results that meet the main user needs.	Candidates will test their spreadsheet solution, ensuring that all formulas provide accurate results and that the spreadsheet meets the main user needs. The tests will cover most of the main areas of their spreadsheet (as shown in the KUS) and will be appropriate. Normal and abnormal data will be used in testing.	Candidates will test their spreadsheet solution, ensuring that it provides accurate results and meets user needs. The tests will cover all main areas of their spreadsheet (as shown in the KUS) and will all be appropriate. Normal, abnormal and extreme data will be used in testing.
<b>AO7 NOTES</b>	<b>AO7: P M D</b>		

Overall grade awarded for this unit: **PASS** **MERIT** **DISTINCTION** (Circle ONE grade) **Signature:** \_\_\_\_\_