Access to H.E.
National Programme Unit

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Unit Title:	ICT: Using Spreadsheets	Ungraded Unit Code:	UD23DEV13
Pathway(s):	All Pathways		
Module(s):	Developmental		
Level:	2	Credit Value:	3
Valid from:	11th November 2019	Valid to:	31st July 2025

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	**The learner can:**
1 Know how to create a spreadsheet, enter data and use cell references	1.1 Create a spreadsheet for a specific purpose using appropriate data labels
	1.2 Enter data in appropriate cells, then format cells to display the data in an appropriate format
	1.3 Accurately use cell references, e.g. in formulae
2. Know how to format a spreadsheet to add clarity and enhance interpretation	2.1 Format a spreadsheet to enhance appearance and highlight key information
	2.2 Insert and format headers and footers
	2.3 Adjust font size, page margins, column widths and column heights as appropriate to produce optimum printed output
3. Know how to use a range of straightforward formulae to calculate results	3.1 Use a range of straight forward formulae and functions including basic operations (+, -, *, /), SUM, AVERAGE, COUNT, MIN, MAX, IF, LOOKUP, VLOOKUP, HLOOKUP as appropriate
4. Know how to use a spreadsheet to represent data as a formatted chart	4.1 Use a range of data in a spreadsheet to insert a chart in a new sheet

	4.2 Select a chart type appropriate to purpose
	4.3 Add titles, labels and a legend to a chart as appropriate
	4.4 Resize and format a chart to enhance appearance to produce optimum printed output