

Access to Higher Education Unit

This unit forms part of an Access to HE Diploma. This is a developmental unit so is only available as ungraded.

Unit Title: ICT: Using Spreadsheets

Ungraded Unit Reference Number: UD23DEV13

Module: Developmental

Level: Two (2)

Credit Value: Three (3)

Learning Outcome (The Learner will):	Assessment Criterion (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