

Access to H.E. National Programme Unit



Unit Title:	Developing Spreadsheet Applications		
Graded Unit Code:	GA33COM12	Ungraded Unit Code:	UA33COM12
Pathway(s):	Computing		
Module(s):	Commercial Aspects of Computing		
Level:	3	Credit Value:	3
Valid from:	1 st August 2014	Valid to:	31 st July 2024

The following QAA grade descriptors must be applied if you are delivering the graded version of this unit:

2	Application of knowledge
3	Application of skills
7	Quality

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Know how to plan and create a multi-sheet 'workbook', for a specific application	1.1 Plan the general structure of a multi-sheet 'workbook' for a specific application including a 'user interface' for those who might not be regular spreadsheet users
	1.2 Identifying the key data and data types for each sheet
	1.3 Set up a multi-sheet 'workbook' for a specific business application, using appropriate data labels, sheet names etc
	1.4 Format cells appropriately to the data they contain
	1.5 Use data validation techniques to restrict input by users

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LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
2. Know how to use a range of formulae to calculate results	<p>2.1 Use a range of referencing techniques in cell formulae including absolute referencing, references to data on a different sheet and reference to named cells</p> <p>2.2 Use a wide range of formulae appropriately, including:</p> <ul style="list-style-type: none"> a) Mathematical [+ , - , * , / , SUM()] b) Logical [IF() , AND() , OR()] c) Statistical [COUNT() , COUNTIF() , AVERAGE() , MAX() , MIN()] d) Lookup [LOOKUP() MATCH() , VLOOKUP()]
3. Use a multi-sheet workbook analyses and interpret data and identify key data and trends	3.1 Sort and filter data in a spreadsheet for a specific purpose
	3.2 Use conditional cell formatting techniques to highlight key data
	3.3 Use pivot tables to analyse data in a spreadsheet
4 Use techniques to protect data in a multi-sheet workbook	4.1 Use spreadsheet features to protect data including 'Lock Cell', 'Protect Sheet' and 'Hide Sheet' features