Changing lives through learning

Access to Higher Education Unit

This unit forms part of an Access to HE Diploma. If delivering the graded version of this unit, please refer to the Provider Handbook for details on grading descriptors and the application of these across units within your programme.

Unit Title: Developing Spreadsheet Applications

Graded Unit Reference Number: GA33COM12

Ungraded Unit Reference Number: UA33COM12

Module: Commercial Aspects of Computing

Level: 3

Credit Value: 3

Minimum Guided Learning Hours: 30

Learning Outcome (The Learner will):	Assessment Criterion (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
2. Know how to use a range of formulae to calculate results	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

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	2.2 Use a wide range of formulae appropriately, including: a) Mathematical [+, -, *, /, SUM()] b) Logical [IF(), AND(), OR()] c) Statistical [COUNT(), COUNTIF(), AVEARAGE(), MAX(), MIN()] d) Lookup [LOOKUP() MATCH(), VLOOKUP()]
3. Use 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’ feature

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