

Open Awards Qualification Unit



This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Spreadsheet Software
Unit Reference Number:	F/615/8674
Level:	Level 1
Credit Value:	3
Minimum GLH:	20

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Use a spread sheet to enter, edit and organise numerical and other data	1.1 Identify what numerical and other information is needed and how the spread sheet should be structured to meet needs
	1.2 Enter and edit numerical and other data accurately
	1.3 Store and retrieve spread sheet files effectively, in line with local guidelines and conventions where available
2. Use appropriate formulas and tools to summarise and display spread sheet information	2.1 Use functions and formulas to meet calculation requirements
	2.2 Use spread sheet tools and techniques to summarise and display information
3. Select and use appropriate tools and techniques to present spread sheet information effectively	3.1 Select and use appropriate tools and techniques to format spread sheet cells, rows and columns
	3.2 Identify a chart or graph type to use to display information
	3.3 Select and use appropriate tools and techniques to generate, develop and format a charts or graphs
	3.4 Select and use appropriate page layout to present and print spread sheet information.

3.5 Check information meets needs, using spread sheet tools and making corrections as necessary