

Open Awards Qualification Unit



This unit forms part of a regulated qualification. Click [here](#) to view qualifications.

1 Unit Details

Unit Title:	Spreadsheet Software
Unique Reference Number:	H/616/0837
Level:	Level 2
Credit Value:	4
Minimum GLH:	30

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Use a spreadsheet to enter, edit and organise numerical and other data	1.1 Identify what numerical and other information is needed in the spread sheet and how it should be structured
	1.2 Enter and edit numerical and other data accurately
	1.3 Combine and link data across worksheets
	1.4 Store and retrieve spread sheet files effectively, in line with local guidelines and conventions where available
2. Select and use appropriate formulas and data analysis tools to meet requirements	2.1 Identify which tools and techniques to use to analyse and manipulate data to meet requirements
	2.2 Select and use a range of appropriate functions and formulas to meet calculation requirements
	2.3 Use a range of tools and techniques to analyse and manipulate data to meet requirements
3. Select and use tools and techniques to present and format spread sheet information	3.1 Plan how to present and format spread sheet information effectively to meet needs
	3.2 Select and use appropriate tools and techniques to format spread sheet cells, row, columns and worksheets

3.3 Select and format an appropriate chart or graph type to display selected information

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

3.6 Describe how to find errors in spread sheet formulas

3.7 Respond appropriately to any problems with spread sheets