PROPA523 **SQA Unit Code (H7TJ 04)**
Spreadsheet software

Overview

This is the ability to use a software application designed to record data in rows and columns, and perform calculations with numerical data (eg Microsoft Excel, Sun Office Star, Lotus 1−2−3, Apple Works or similar packages). A spreadsheet can be used for different tasks, such as budgeting, producing tables, calculating household bills or producing graphs. And in addition using more complex formulae and functions (eg mathematical, statistical and financial) and tools (eg monthly expenditure and sales figures, cash flow forecasts and graphs of results). A competent person can enter data into cells and use spreadsheet software to produce appropriate simple spreadsheets and use spreadsheet software effectively to produce more complex spreadsheets

This is based on the e-skills Area of Competence: Spreadsheet Software.

Skills

This will involve effective use of the following skills and techniques:

1 Handling files appropriately.
2 Combining information of different types.
3 Entering and editing spreadsheet data;
4 Formatting spreadsheets; and
5 Checking spreadsheets using basic and a range of tools.
6 Using functions and formulas in more complex types of spreadsheet.
7 Analysing and interpreting; and Presenting simple and more complex data
8 Improving efficiency – short cuts

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Performance criteria

Checking Spreadsheets

You must be able to:

P1 checking if figures entered in a simple spreadsheet are correct
P2 checking that page breaks fall in appropriate places and that the formatting is appropriate.
P3 checking the accuracy of results and sort out errors in the formulas.
  P3.1 functions and formulas
P4 using appropriate functions and formulas in simple spreadsheets, such as sum, operators and fractions
P5 using appropriate functions and formulas in more complex spreadsheets, such as mathematical, statistical, financial and relational
  P5.1 combining information
P6 using basic techniques to combine information, such as insert, size and position
P7 Linking information within the same type of software.
P8 adding information from one type of software to i9nformation produced using different software, such as a spreadsheet graph to a word processing document; text to an image file; picture to a presentation slide; or simple information from a database onto a website.

Handling files

You must be able to:

P9 using basic file handling techniques for the software, such as create, open, save (as) and print
P10 using appropriate techniques to handle, organise and save files
P11 formatting Spreadsheets
P12 formatting simple spreadsheets using appropriate tools and techniques for:
  P12.1 cells – such as: numbers, decimal place, font and alignment;
  P12.2 rows and columns – such as: height, width, borders and shading;
  P12.3 charts – such as: titles and labels; and
  P12.4 pages – such as: size, orientation, margins, page numbers, date and time.
P13 formatting more complex spreadsheets using a range of appropriate tools and techniques, for:
  P13.1 cells – such as: colour, shading and borders;
  P13.2 charts – such as; change chart type, move and resize chart; and
  P13.3 pages – such as: headers and footers, adjust page set up for printing

Entering and editing spreadsheet data

You must be able to:

P14 inserting data into single cells
P15 using basic editing techniques appropriately in simple spreadsheets, such as:
- P15.1 add and delete rows and columns and clear cells, and
- P15.2 cut, copy, paste, drag and drop, find and replace.

P16 inserting data into multiple cells at once
P17 using a wide range of editing techniques appropriately in more complex spreadsheets, such as:
- P17.1 use absolute and relative cell references, and
- P17.2 add data and text to a chart, change the type of chart.

Analysing and interpreting (spreadsheets)

You must be able to:

P18 using appropriate tools and techniques for analysing simple data, such as automatic sub-totals and sorting a cell range.
P19 using appropriate tools and techniques for analysing more complex data, such as filter.

Presenting (spreadsheets)

You must be able to:

P20 using appropriate methods to present simple data, such as tables, bar graphs, pie charts and lists.
P21 using appropriate methods to present more complex data, such as the range of graphs and charts provided by the software.

Improving efficiency

You must be able to:

P22 setting up short cut keys

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Knowledge and understanding

You need to know and understand:

K1 how to produce information that is suitable, clear and appropriate.

K2 simple and more complex spreadsheets.

K3 how to analyse and interpret simple and more complex data.

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Scope/range related to knowledge and understanding

1 Spreadsheets

how to produce simple spreadsheets that are accurate and well laid out. simple documents will have structure that is simple. producing them may involve entering data into an existing spreadsheet or working from an existing example.

how to produce more complex spreadsheets for a wide variety of uses. more complex spreadsheet documents will have structure that is familiar or often used.

2 Analyse and interpret

what methods can be used for simple data.

what methods are suitable for more complex data?

3 Produce information

know who and what the information is for, where it will be used (eg on screen or hard copy) and when it is needed.

how to produce information that communicates clearly and accurately with the audience, where and when they are needed.

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Version number	1
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Validity	Current
Status	Tailored
Originating organisation	ESkills
Original URN	523
Relevant occupations	Originators compositors and print preps; Printers; Screen printers; Printing machine minders and assistants; Bookbinders and print finishers; Graphic designers
Suite	Print Administration
Key words	print; administration; estimates; records