215 Spreadsheet software 2

Summary
Use spreadsheet software to produce spreadsheets that use more complex formulae and functions.

This is taken from the e-skills Area of Competence: Spreadsheet Software, Level 2 unit.

You will apply the following skills:

- Planning
- Communicating
- Using number
- Organising
- Using technology
- Checking

Performance Indicators
You will:

1. Use appropriate techniques to handle, organise and save files
2. Link information within the same type of software
3. Add information from one type of software to information 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
4. Insert data into multiple cells at once
5. Use a wide range of editing techniques appropriately in more complex spreadsheets such as use absolute and relative cell references and add data and text to a chart or change the type of chart
6. Format more complex spreadsheets using a range of appropriate tools and techniques for cells (such as colour, shading and borders); charts (such as change chart type, move and resize chart) and pages (such as headers and footers and adjust page set up for printing)
7. Check that page breaks fall in appropriate places and formatting is appropriate
8. Check the accuracy of results and sort out errors in formulas
9. Use appropriate functions and formulas in more complex spreadsheets, such as mathematical, statistical, financial and relational
10. Use appropriate tools and techniques for analysing more complex data such as filters
11. Use appropriate methods to present more complex data, such as the range of graphs and charts provided by the software
12. Set up short cuts

Knowledge
You will know:

1. How to produce information that communicates clearly and accurately with the audience, where and when it is needed
2. How to produce more complex spreadsheets for a wide variety of uses. More complex spreadsheets will have structure that is familiar or often used
3. What methods are suitable for more complex data