

## 315 Spreadsheet software 3

### Summary

Use spreadsheet software to produce spreadsheets for analysing and interpreting complex data. This is based on the e-skills Area of Competence: Spreadsheet Software, Level 3 unit.

You will apply the following skills:

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

### Performance Indicators

You will:

1. Convert files to another suitable format, where necessary
2. Export and import, link objects between different software
3. Make references to external data, e.g. hyperlinks, object linking, embedding
4. Use advanced techniques for combining or merging versions of information from different users
5. Use advanced editing techniques appropriately in technically complex spreadsheets, such as hide and protect cells, create a wide range of types of chart and create, modify and merge multiple copies of a shared workbook
6. Format complex spreadsheets for using appropriate tools and techniques for cells (data type) conditional formatting, charts (font, number format, axis scale, colour, annotation and layout and pivot table reports
7. Check the validity, relevance and accuracy of analysis and the interpretation of calculations and results
8. Use appropriate functions and formulas in technically complex spreadsheets, such as look-up, arguments, arrays and formulas for validating data
9. Use appropriate tools and techniques for analysing complex data, such as retrieving text and data from a table or preformatted area on a web page, adding data restrictions, adding messages to data, data validation, using formula to determine valid entries for cells, displaying data according to interest, using pivot tables to create, rotate rows and columns and filter data by displaying different pages and creating data maps with titles, text and pin maps
10. Use appropriate methods to present complex data, such as views, pivot tables and pivot table reports
11. Customise menus & toolbars & automate common tasks such as using macros

### Knowledge

You will know:

1. How to produce information that communicates effectively, by structuring the content to take account of different context and audience needs
2. How to produce spreadsheets that are technically complex in terms of content and analysis, as well as the understanding, skills and techniques needed to produce them
3. What methods can be used for complex data, such as to compare related totals or predict trends