

S121: Spreadsheet software 1

Overview: Use a range of basic spreadsheet software tools and techniques to produce, present and check spreadsheets that are straightforward or routine. Any aspect that is unfamiliar will require support and advice from others. This standard is imported from the **e-skills IT Users suite**.

Links: Communication; Document Production

Specific skills: • • Checking • Communicating • Presenting information • Using technology

Performance Indicators	Knowledge & Understanding
<p>Use a spreadsheet to enter, edit and organise numerical and other data</p> <ol style="list-style-type: none"> 1. Enter and edit numerical and other data accurately 2. Store and retrieve spreadsheet files effectively, in line with local guidelines and conventions where available <p>Use appropriate formulas and tools to summarise and display spreadsheet information</p> <ol style="list-style-type: none"> 3. Use functions and formulas to meet calculation requirements 4. Use spreadsheet tools and techniques to summarise and display information <p>Select and use appropriate tools and techniques to present spreadsheet information effectively</p> <ol style="list-style-type: none"> 5. Select and use appropriate tools and techniques to format spreadsheet cells, rows and columns 6. Select and use appropriate tools and techniques to generate, develop and format charts and graphs 7. Select and use appropriate page layout to present and print spreadsheet information 8. Check information meets needs, using spreadsheet tools and making corrections as necessary 	<ol style="list-style-type: none"> A. Identify what numerical and other information is needed and how the spreadsheet should be structured to meet needs B. Identify how to summarise and display the required information C. Identify which chart or graph type to use to display information