

S346: Spreadsheet software 3

Overview: Select and use a wide range of advanced spreadsheet software tools and techniques to produce, present and check complex and non-routine spreadsheets. 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

Use a spreadsheet to enter, edit and organise numerical and other data

1. Enter and edit numerical and other data accurately
2. Combine and link data from different sources
3. Store and retrieve spreadsheet files effectively, in line with local guidelines and conventions where available

Select and use appropriate formulas and data analysis tools and techniques to meet requirements

4. Select and use a wide range of appropriate functions and formulas to meet calculation requirements
5. Select and use a range of tools and techniques to analyse and interpret data to meet requirements
6. Select and use forecasting tools and techniques

Use tools and techniques to present, and format and publish spreadsheet information

7. Select and use appropriate tools and techniques to format spreadsheet cells, rows, columns and worksheets effectively
8. Select and use appropriate tools and techniques to generate, develop and format charts and graphs
9. Select and use appropriate page layout to present, print and publish spreadsheet information
10. Check spreadsheet information meets needs, using IT tools and making corrections as necessary
11. Use auditing tools to identify and respond appropriately to any problems with spreadsheets

Knowledge & Understanding

- A. Identify what numerical and other information is needed in the spreadsheet and how it should be structured
- B. Explain what methods can be used to summarise, analyse and interpret spreadsheet data and when to use them
- C. Explain how to present and format spreadsheet information effectively to meet needs
- D. Explain how to find and sort out any errors in formulas