

## **F84V 34 Information Technology in Business: Spreadsheets**

**Outcome 1** : Create a spreadsheet design to provide solutions for a business scenario

### **Knowledge and/or Skills**

Spreadsheet design

Functions

Formulas

Cell references

Cell formats

Comments

Macro

Security features for data protection

### **Evidence Requirements**

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- create a spreadsheet using three interconnected worksheets to solve a business problem
- create four simple formulas and two complex formulas to include one occurrence of each of the following: add, subtract, multiply, divide
- in formulas and/or functions apply one occurrence of the following forms of cell referencing: relative, absolute, named cell, named range, 3-D
- apply two functions: =SUM and =IF
- apply appropriate cell formatting to assist the analysis/reading of the worksheets using one occurrence of the following: number, font enhancement, conditional formatting
- apply two spreadsheet features to control the worksheet view
- record and run one macro to assist with repetitive tasks
- protect data using two different built in security features

### **Assessment Guidelines**

Assessment may be undertaken in open-book conditions.

This Outcome could be assessed by way of a scenario where a business problem has to be analysed and a possible solution provided. There may be opportunities to assess the Outcome using VLE, hardcopy or electronic copies.

The Unit may be assessed holistically by a case study of an organisation, or a real work place situation. Single or multiple spreadsheet files may be used to incorporate the Evidence Requirements for Outcomes 1, 2 and 3. The features used in Outcome 1 may provide the data required to support evidence generation for Outcomes 2 and 3.

If integrating assessment across Outcomes 1, 2 and 3, candidates should be given the opportunity to correct any errors within their spreadsheet after summative assessment of Outcome 1 has taken place before commencing Outcomes 2 and 3.

## **DE24 33 IT in Business — Word Processing, Spreadsheets and Databases: An Introduction (note this is an older Unit)**

**Outcome 2** : Produce appropriate and effective spreadsheets.

### **Knowledge and/or skills**

- Create a workbook
- Edit (insert/delete columns and rows, copy, paste)
- Save as
- Print (landscape, portrait, all, selection, values and formulas, gridlines)
- Enter text, number, currency, date and times
- Format Page Layout (orientation, gridlines, margins, header and footer)
- Format Cells (font, font size, bold, italic, alignment, borders/shading, type of cell text, currency, number, date and time)
- Use Formulae and functions: add, divide, multiply, subtract, =sum(), =average(), =maximum(), =minimum(), absolute cell references and the calculation of percentages
- Create and edit charts

### **Evidence requirements**

The candidate will be required to demonstrate his/her knowledge and/or skills by the production of a spreadsheet from given information. The spreadsheet should be 12 rows and 6 columns. The assessment should sample 2 from the Format Page Layout and 5 from the Format of Cells sections above. Use 2 of the following formula \*, /, +, - Use 2 of the following functions: =sum(), =average(), =maximum(), =minimum(). There should be evidence of use of absolute cell reference or the calculation of percentages. On completion the candidate should save and print a copy of the spreadsheet.

The candidate will also be required to recall the spreadsheet - edit using 2 from the list given in Edit and 4 from the Format Cell list in the knowledge and/or skills and create a chart. Hard copy of the edited spreadsheet and chart must be provided.

This assessment should be undertaken in open book controlled conditions.

### **Assessment guidelines**

To integrate Outcome 4 with this assessment the candidate should be asked to insert a part of the spreadsheet or graph into the word processed document produced in Outcome 1.