# 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.

# D75X 34 Information Technology: Applications Software 1

**Outcome 2**
Use a range of software application packages to meet complex information requirements

**Knowledge/Skills**

- **Methods for assessing information requirements and designing solutions using IT**
- **How to use straightforward and complex features of a range of software application packag**es (these can be word processing, **spreadsheet**, database, simulation, graphics, communications, (ie Internet, intranet, email, etc), audio/music, animation, video, multimedia, desktop publishing, data logging and retrieval, control or other packages)
- How to integrate data types within a software application package
- How to integrate information from more than one software application package
- The content and search facilities of a range of computer data sources
- Factors to consider when working out a search strategy when using a computer data source
- How to extract information from a local and a remote computer data source

**Evidence Requirements**

The candidate will need evidence to demonstrate his/her knowledge and/or skills by showing that, with minimal support from others (but using on-line help or suppliers' manuals), s/he can:

- **Identify the information requirements of users and how these requirements can be met**
- **Select software applications packages which are appropriate to meet the identified information requirements**
- **Use four or more software applications packages to process the identified information requirements and which output two or more different data types, (eg text, number, graphics, audio, video) in the form of documents, designs, compositions, models or presentations**
- Carry out three searches to extract and present relevant information from suitable local and remote computer data sources. A minimum of two searches must be from remote computer data sources. To do this the candidate will be required to:
- Plan how to find the information and make decisions about searches taking account of efficiency in terms of time, cost, effective filtering and outcome
- Extract information, (eg text, number, graphics, audio, video) which matches several search criteria, (eg keywords, fields, file names, screen grabber, digital camera or scanner). Searches must be different from each other, eg searching two different sources, or searching the same source for two different forms of information
- Integrate two or more different data types, (eg text, number, graphics, audio, video) from more than two software applications packages into a single product. The product may be in the form of a document, design, composition, model or presentation
- **Format the product so that the final output meets the identified information requirements and is clear and helpful to users**
- **The evidence for this Outcome should be in the form of a document, design, composition, model or presentation covering all the evidence requirements shown above.**

**Assessment Guidelines**

The emphasis in this Outcome should be on producing complex information in a context which is unfamiliar to the candidate. Centres may wish to complete an observation checklist to keep track of the candidate's development in the use of the four chosen software applications packages. The software application packages chosen must be relevant to the vocational area of the group award undertaken by the candidate.