Unit Title	Spreadsheets
Ofqual unit reference number (code)	H/507/2697
Organisation Reference	QU033067
Unit Level	Level 2
Unit Sub Level	None
GLH	24
Unit Credit Value	3
Sector Subject Areas	6.2 ICT for Users
Unit Grading Structure	Pass
Availability	Restricted
Restricted Organisations	N/A
Assessment Guidance	N/A

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	**The learner can:**
1. Know different uses for spreadsheets.	1.1. Describe different uses for spreadsheets.
2. Be able to use formatting techniques to enter data into a spreadsheet.	2.1. Set up a spreadsheet for a given purpose. 2.2. Enter data into a spreadsheet and adjust cell sizes to suit. 2.3. Format text in a spreadsheet, using font style and colour. 2.4. Format cell borders, shading and alignment in a spreadsheet. 2.5. Format date and currency cells in a spreadsheet.

3. Be able to use multiple worksheets within a spreadsheet.	3.1. Set up a workbook using more than one worksheet. 3.2. Name worksheets within a workbook. 3.3. Insert and delete worksheets in a workbook. 3.4. Use copy and paste facility between worksheets in a workbook.
4. Be able to use formulae in a spreadsheet to calculate data.	4.1. Use basic formulae in a spreadsheet to calculate values based on single cells. 4.2. Perform calculations on groups of cells in a spreadsheet. 4.3. Use relative and absolute referencing in a spreadsheet.
5. Be able to present data in graphical form.	5.1. Produce graphs and charts using spreadsheet data. 5.2. Edit the format of graphs and charts for a particular purpose.
6. Be able to sort and manage data in a spreadsheet.	6.1. Sort data in a spreadsheet by single and multiple column headings. 6.2. Apply filters to a spreadsheet to identify data.
7. Be able to print a spreadsheet.	7.1. Print a workbook, worksheet and selection from a spreadsheet.

Equivalences	N/A