

Unit 215 Spreadsheet software Level 2

Unit Summary

Use spreadsheet software to produce spreadsheets that use more complex formulae and functions. This is based on the e-skills Area of Competence: Spreadsheet Software, Level 2 unit.

Skills

You will apply the following skills:

- Planning
- Communicating
- Using number
- Organising
- Using technology
- Checking

Performance Indicators

You will:

1. Use appropriate techniques to handle, organise and save files
2. Link information within the same type of software
3. Add information from one type of software to information produced using different software, such as a spreadsheet graph to a word processing document; text to an image file; picture to a presentation slide; or simple information from a database onto a website
4. Insert data into multiple cells at once
5. Use a wide range of editing techniques appropriately in more complex spreadsheets such as use absolute and relative cell references and add data and text to a chart or change the type of chart
6. Format more complex spreadsheets using a range of appropriate tools and techniques for cells (such as colour, shading and borders); charts (such as change chart type, move and resize chart) and pages (such as headers and footers and adjust page set up for printing)
7. Check that page breaks fall in appropriate places and formatting is appropriate
8. Check the accuracy of results and sort out errors in formulas
9. Use appropriate functions and formulas in more complex spreadsheets, such as mathematical, statistical, financial and relational
10. Use appropriate tools and techniques for analysing more complex data such as filters
11. Use appropriate methods to present more complex data, such as the range of graphs and charts provided by the software
12. Set up short cuts

Knowledge

You will know:

1. How to produce information that communicates clearly and accurately with the audience, where and when it is needed
2. How to produce more complex spreadsheets for a wide variety of uses. More complex spreadsheets will have structure that is familiar or often used
3. What methods are suitable for more complex data

Evidence requirements

This section is aimed at the assessor and sets out the evidence requirements for this unit.

1. Evidence for this unit is generated when your candidate is carrying out real work in a private sector organisation, not-for-profit organisation or public service organisation, whether full-time or part-time, paid or voluntary.
2. For this unit, evidence may be collected in an approved Realistic Working Environment or an extended work placement.
3. Simulation is allowed for this unit. Simulation refers to the simulation of work tasks and activities, not to the use of IT. The techniques involved in using IT must always be assessed at least in part through evidence gained from practical tasks or activities. All assessment must be based on the use of real IT software and hardware to carry out tasks and activities that may be simulated. Where tasks and activities are simulated they must be undertaken in an approved Realistic Working Environment.
4. Evidence must show that your candidate has consistently met the standard over a sufficient period of time for you to consider the candidate competent.
5. You may use the following assessment methods when assessing this unit:

Performance evidence	Observation	Yes
	Examination of work products	Yes
Supplementary evidence	Witness testimony	Optional
	Questions *	Yes

* This includes verbal and written questioning, questionnaires, work based tasks, reflective accounts, case studies, professional discussion and feedback reports.

6. Your candidate needs to demonstrate the following skills and techniques by carrying out **at least two** comprehensive tasks to demonstrate their competence in:

File handling techniques appropriate for the software use. Evidence will include:

- Using appropriate techniques to handle, organise and save files

Ways of combining information of various types. Evidence will include:

- Linking information within the same type of software
- Adding information from one type of software to information produced using different software, such as a spreadsheet graph to a word processing document; text to an image file; picture to a presentation slide; or simple information from a database onto a website

Techniques for entering data and editing spreadsheets. Evidence will include:

- Inserting data into multiple cells at once
- Using a wide range of editing techniques appropriately in more complex spreadsheets such as
 - Use absolute and relative cell references
 - Add data and text to a chart, change the type of chart

Formatting spreadsheets using appropriate techniques for cells, rows, columns, pages and charts. Evidence will include:

- Formatting more complex spreadsheets using a range of appropriate tools and techniques such as for
 - Cells e.g. colour, shading and borders
 - Charts e.g. change chart type, move and resize chart
 - Pages e.g. headers and footers, adjust page setup for printing

Checking information in spreadsheet documents. Evidence will include:

- Checking that page breaks fall in appropriate places and that the formatting is appropriate
- Checking the accuracy of results and sorting out errors in formulas

Selecting and using appropriate functions and formulas in spreadsheets. Evidence will include:

- Using appropriate functions and formulas in more complex spreadsheets, such as mathematical, statistical, financial and relational

Analysing and interpreting simple, more complex and complex data. Evidence will include:

- Using appropriate tools and techniques for analysing more complex data, such as filter

Presenting simple, more complex, and complex data in spreadsheets. Evidence will include:

- Using appropriate methods to present more complex data, such as the range of graphs and charts provided by the software

Ways of improving efficiency. Evidence will include:

- Setting up short cuts.

7. Evidence generated for this unit may contribute towards Unit 201:

- Communicate information
- Plan and be accountable for your work
- Improve your own performance
- Behave in a way that supports effective working

and Unit 202

- Work to achieve your organisation's purpose and values
- Support sustainability
- Maintain security and confidentiality