

# Spreadsheet software

## About this unit

### Structure

This unit is taken from the national occupational standards for IT Users (ITQ), Unit 2J It is divided into sections covering “what you need to do”, “what you need to know and understand” and “what proof you need”. These are described in detail below.

### What it is about

#### Who is this unit for?

This unit is suitable for you if your work involves the use of complex formulae and functions (eg mathematical, statistical and financial) and tools (eg monthly expenditure and sales figures, cash flow forecasts and graphs of results).

#### At the end of this unit you will be able to:

Use spreadsheet software effectively to produce complex spreadsheets.

## What you need to do

### Handle files

- 1 Use appropriate techniques to handle, organise and save files.

### Combine information

- 2 Link information within the same type of software.
- 3 Add information from one type of software to information produced using different software.

### Enter and edit spreadsheet data

- 4 Insert data into multiple cells at once.
- 5 Use a wide range of editing techniques appropriately in complex spreadsheets.

### Format spreadsheets

- 6 Format complex spreadsheets using a range of appropriate tools and techniques for cells, charts and pages.

### Check spreadsheets

- 7 Check that page breaks fall in appropriate places and that the formatting is appropriate.
- 8 Check the accuracy of results and sort out errors in formulas.

### Functions and formulas

- 9 Use appropriate functions and formulas in complex spreadsheets.

## Analyse and interpret (spreadsheets)

- 10 Use appropriate tools and techniques for analysing complex data.

## Present (spreadsheets)

- 11 Use appropriate methods to present complex data.

## Improve efficiency

- 12 Set up short cuts.

### EXAMPLES

**Combine information** (3): 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.

**Enter and edit** (5): use absolute and relative cell references, and add data spreadsheet data and text to a chart, change the type of chart.

**Format spreadsheets** (6): cells – colour, shading and borders; charts – change chart type, move and resize chart; and pages – headers and footers, adjust page set up for printing.

**Functions and formulas** (9): mathematical, statistical, financial and relational.

**Analyse and interpret** (10) filter (spreadsheets)

**Present (spreadsheets)** (11) the range of graphs and charts provided by the software.

## What you need to know and understand

### Produce information

- A How to produce information that communicates clearly and accurately with the audience, where and when it is needed.

### Spreadsheets

- B How to produce complex spreadsheets for a wide variety of uses. Complex spreadsheet documents will have structure that is familiar or often used.

### Analyse and interpret

- C What methods are suitable for complex data

## What proof you need

You will need to produce at least **two comprehensive** tasks for your assessor to judge and decide whether you have met the requirements of this unit. These tasks must:

- be fully supported by evidence which has come from your job in the workplace (or from a simulated activity)
- show that you have done and know everything from the “What you need to do” and “What you need to know and understand” sections of the unit