

Schools ITQ Level 1 - Unit 5 - SS (Silver Unit 5)

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- [General guidance for interpreting OCF qualification levels](#) [3]
- [Link to assessor's guide to interpreting the criteria for this unit](#) [4]
- Click on the links in the table below for specific guidance on the assessment criteria.
- National Strategies [APP criteria](#) [5] are relevant from Entry 3 upwards.
- References to [personal learning and thinking skills \(PLTS\)](#) [6]

Level 1, Unit 5 - Spreadsheet Software (3 credits)

1. Use a spreadsheet to enter, edit and organise numerical and other data

[1.1 I can identify what numerical and other data is needed and how the spreadsheet should be structured to meet needs.](#) [7]

[1.2 I can enter and edit numerical and other data accurately.](#) [10]

[1.3 I can store and retrieve spreadsheet files effectively, in line with local guidelines and conventions where available.](#) [13]

2. Use appropriate formulas and tools to summarise and display spreadsheet information

[2.1 I can identify how to summarise and display the required information.](#) [8]

[2.2 I can use functions and formulas to meet calculation requirements.](#) [11]

[2.3 I can use spreadsheet tools and techniques to summarise and display information.](#) [14]

3. Select and use appropriate tools and techniques to present spreadsheet information effectively

[3.1 I can select and use appropriate tools and techniques to format spreadsheet cells, rows and columns.](#) [9]

[3.2 I can identify which chart or graph type to use to display information.](#) [12]

[3.3 I can select and use appropriate tools and techniques to generate, develop and format charts and graph.](#) [15]

[3.4 I can select and use appropriate page layout to present and print spreadsheet information.](#)

[16]

[3.5 I can check spreadsheet information meets needs, using IT tools and making corrections as appropriate.](#) [17]

Links to ITQ units

Entry Level	Level 1	Level 2	Level 3
Entry Level 1, Unit 1 - Improving Productivity Using IT (1 credit) [19]	Level 1, Unit 1 - Improving Productivity Using IT (3 credits) [20]	Level 2, Unit 1 - Improving Productivity Using IT (4 credits) [21]	Level 3, Unit 1 - Improving Productivity Using IT (5 credits) [22]
Entry Level 2, Unit 1 - Improving Productivity Using IT (2 credits) [23]	Level 1, Unit 2 - Web site Software (3 credits) [24]	Level 2, Unit 2 - Web site Software (4 credits) [25]	Level 3, Unit 2 - Website Software (5 credits) [26]
Entry Level 2, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [27]	Level 1, Unit 3 - Using Collaborative Technologies (3 credits) [28]	Level 2, Unit 3 - Using Collaborative Technologies (4 credits) [29]	Level 3, Unit 3 - Using Collaborative Technologies (6 credits) [30]
Entry Level 2, Unit 3 - Online Basics (2 credits) [31]	Level 1, Unit 4 - IT Security for Users (1 credit) [32]	Level 2, Unit 4 - IT Security for Users (2 credits) [33]	Level 3, Unit 4 - IT Security for Users (3 credits) [34]
Entry Level 2, Unit 4 - Desktop Publishing Software (2 credits) [35]	Level 1, Unit 5 - Spreadsheet Software (3 credits) [36]	Level 2, Unit 5 - Spreadsheet Software (4 credits) [37]	Level 3, Unit 5 - Spreadsheet Software (6 credits) [38]
Entry Level 2, Unit 5 - Using ICT: Safe Working Practices (1 credit) [39]	Level 1, Unit 6 - Specialist Software (2 credits) [40]	Level 2, Unit 6 - Specialist software (3 credits) [41]	Level 3, Unit 6 - Specialist Software (4 credits) [42]
Entry Level 2, Unit 6 - Using ICT in the Workplace (3 credits) [43]	Level 1, Unit 7 - Word Processing (3 credits) [44]	Level 2, Unit 7 - Word processing (4 credits) [45]	Level 3, Unit 7 - Word Processing Software (6 credits) [46]

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Entry Level 2, Unit 7 - Imaging software (2 credits) [47]	Level 1, Unit 8 - Using the Internet (3 credits) [48]	Level 2, Unit 8 - Using the internet (4 credits) [49]	Level 3, Unit 8 - Using the Internet (5 credits) [50]
Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [51]	Level 1, Unit 9 - Drawing and planning (2 credits) [52]	Level 2, Unit 9 - Drawing and planning (3 credits) [53]	Level 3, Unit 9 - Drawing and Planning Software (4 credits) [54]
Entry Level 2, Unit 9 - Using Word Processing Software (2 credits) [55]	Level 1, Unit 10 - Presentation Software (3 credits) [56]	Level 2, Unit 10 - Presentation software (4 credits) [57]	Level 3, Unit 10 - Presentation Software (6 credits) [58]
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Entry Level 2, Unit 11 - Audio and Video Software (2 credits) [63]	Level 1, Unit 12 - Desktop Publishing Software (3 credits) [64]	Level 2, Unit 12 - Desktop Publishing Software (4 credits) [65]	Level 3, Unit 12 - Desktop Publishing Software (5 credits) [66]
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Entry Level 3, Unit 2 - Online Basics (1 credit) [71]	Level 1, Unit 14 - Audio Software (2 credits) [72]	Level 2, Unit 14 - Audio Software (3 credits) [73]	Level 3, Unit 14 - Audio Software (4 credits) [74]
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Entry Level 3, Unit 4 - Displaying Information Using ICT (3 credits) [79]	Level 1, Unit 16 - IT Communication Fundamentals (2 credits) [80]	Level 2, Unit 16 - IT Communication Fundamentals (2 credits) [81]	Level 3, Unit 17 - Video Software (4 credits) [82]
Entry Level 3, Unit 5 - Using ICT to Find Information (3 credits) [83]	Level 1, Unit 17 - Video Software (2 credits) [84]	Level 2, Unit 17 - Video Software (3 credits) [85]	Level 3, Unit 23 - Multimedia Software (6 credits) [86]
Entry Level 3, Unit 6 -	Level 1, Unit 18 - IT Software	Level 2, Unit 18 - IT Software	Level 3, Unit 24 - Additive

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Entry Level 3, Unit 8 - IT Security for users (1 credit) [95]	Level 1, Unit 20 - Using Mobile IT Devices (2 credits) [96]	Level 2, Unit 20 - Using Mobile IT Devices (2 credits) [97]	Level 3, Unit 28 - Optimise IT System Performance (5 credits) [98]
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Entry Level 3, Unit 28 - Personal information management software (1 credit) [103]	Level 1, Unit 22- Understanding the social and environmental impact of architecture and construction (3 credits) [104]	Level 2, Unit 22 -Understanding the social and environmental impact of architecture and construction (4 credits) [105]	Level 3, Unit 32 - Computerised Accounting Software (5 credits) [106]
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