### Schools ITQ Level 2 - Unit 5 - SS (Gold Unit 5)

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- General guidance for interpreting QCF 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 2, Unit 5 - Spreadsheet Software (4 credits)

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

2. Select and use appropriate formulas and data analysis tools to meet requirements

3. Select and use tools and techniques to present and format spreadsheet information

1.1 I can identify what numerical and other data is needed in the spreadsheet and how it should be structured. [7] 2.1 I can identify how to summarise and display the required information. [8] 3.1 I can select and use appropriate tools and techniques to format spreadsheet cells, rows and columns. [9]

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

2.2 I can use functions and formulas to meet calculation requirements. [11] 3.2 I can identify which chart or graph type to use to display information. [12]

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

2.3 I can use spreadsheet tools and techniques to summarise and display information. [14] 3.3 I can select and use appropriate tools and techniques to generate, develop and format charts and graph. [15]

1.4 I can combine and link data across worksheets. [16]

3.4 I can select and use appropriate page layout to present and print spreadsheet information. [17]

3.5 I can check spreadsheet information meets needs, using IT tools and making corrections as appropriate. [18]

3.6 I can describe how to find errors in spreadsheet formulas. [19]

3.7 I can respond appropriately to any problems with spreadsheets. [20]

# **Links to ITQ units**

Entry Level	Level 1	Level 2	Level 3
Entry Level 1. Unit R - Registration [22]	Level 1, Unit R - Registration [23]	Level 2, Unit R - Registration [24]	Level 3, Unit R - Registration [25]
Entry Level 1. Unit 1 - Improving Productivity Using IT (1 credit) [26]	Level 1, Unit 1 -	Level 2, Unit 1 -	Level 3, Unit 1 -
	Improving	Improving	Improving
	Productivity Using	Productivity Using	Productivity Using
	IT (3 credits) [27]	IT (4 credits) [28]	IT (5 credits) [29]
Entry Level 1, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [30]	Level 1, Unit 2 - Website Software (3 credits) [31]	Level 2, Unit 2 - Website Software (4 credits) [32]	Level 3, Unit 2 - Website Software (5 credits) [33]
Entry Level 1. Unit 3 - Online Basics (2 credits) [34]	Level 1, Unit 3 -	Level 2, Unit 3 -	Level 3, Unit 3 -
	Using	Using	Using
	Collaborative	Collaborative	Collaborative
	Technologies (3	Technologies (4	Technologies (6
	credits) [35]	credits) [36]	credits) [37]
Entry Level 1. Unit 4 - Desktop Publishing Software (2 credits) [38]	Level 1, Unit 4 -	Level 2, Unit 4 -	Level 3, Unit 4 -
	IT Security for	IT Security for	IT Security for
	Users (1 credit)	Users (2 credits)	Users (3 credits)
	[39]	[40]	[41]
Entry Level 1. <u>Unit 5 - Safe</u> <u>Working Practices</u>	Level 1, Unit 5 -	Level 2, Unit 5 -	Level 3, Unit 5 -
	Spreadsheet	Spreadsheet	Spreadsheet
	Software (3	Software (4	Software (6

(2 credits) [42]	credits) [43]	credits) [44]	credits) [45]
Entry Level 1. Unit 6 - Using ICT in the Workplace (2 credits) [46]	Level 1, Unit 6 -	Level 2, Unit 6 -	Level 3, Unit 6 -
	Specialist	Specialist	Specialist
	Software (2	software (3	Software (4
	credits) [47]	credits) [48]	credits) [49]
Entry Level 1, Unit 7 - Imaging software (2 credits) [50]	Level 1, Unit 7 - Word Processing (3 credits) [51]	Level 2, Unit 7 - Word processing (4 credits) [52]	Level 3, Unit 7 - Word Processing Software (6 credits) [53]
Entry Level 1. Unit 8 - Using ICT Equipment in a Work Place (2 credits) [54]	Level 1, Unit 8 -	Level 2, Unit 8 -	Level 3, Unit 8 -
	Using the Internet	Using the internet	Using the Internet
	(3 credits) [55]	(4 credits) [56]	(5 credits) [57]
Entry Level 1. Unit 9 - Using Word Processing Software (2 credits) [58]	Level 1, Unit 9 -	Level 2, Unit 9 -	Level 3, Unit 9 -
	Drawing and	Drawing and	Drawing and
	planning (2	planning (3	Planning Software
	credits) [59]	credits) [60]	(4 credits) [61]
Entry Level 1. Unit 11 - Audio and Video Software (2 credits) [62]	Level 1, Unit 10 -	Level 2, Unit 10 -	Level 3, Unit 10 -
	Presentation	Presentation	Presentation
	Software (3	software (4	Software (6
	credits) [63]	credits) [64]	credits) [65]
Entry Level 1. Unit 12 - Presentation Software (2 credits) [66]	Level 1, Unit 11 - <u>Database</u> <u>Software (3</u> <u>credits)</u> [67]	Level 2, Unit 11 - <u>Database software</u> (4 credits) [68]	Level 3, Unit 11 - <u>Database</u> <u>Software (6</u> <u>credits)</u> [69]
Entry Level 1. Unit 13 - Computer Games Development (2 credits) [70]	Level 1, Unit 12 - Desktop Publishing Software (3 credits) [71]	Level 2, Unit 12 - Desktop Publishing Software (4 credits) [72]	Level 3, Unit 12 - Desktop Publishing Software (5 credits) [73]
Entry Level 1, Unit 14 - Video Communication (2 credits) [74]	Level 1, Unit 13 - Using Email (2 credits) [75]	Level 2, Unit 13 - Using Email (3 credits) [76]	Level 3, Unit 13 - Using Email (3 credits) [77]
Entry Level 1. Unit 29 - Understand social media (2 credits) [78]	Level 1, Unit 14 -	Level 2, Unit 14 -	Level 3, Unit 14 -
	Audio Software (2	Audio Software (3	Audio Software (4
	credits) [79]	credits) [80]	credits) [81]
Entry Level 2,	Level 1, Unit 15 -	Level 2, Unit 15 -	Level 3, Unit 15 -
Unit R -	Imaging Software	Imaging Software	Imaging Software
Registration [82]	(3 credits) [83]	(4 credits) [84]	(5 credits) [85]

Entry Level 2, Unit 1 - Improving Productivity Using IT (2 credits) [86]	Level 1, Unit 16 - IT Communication Fundamentals (2 credits) [87]	Level 2, Unit 16 - IT Communication Fundamentals (2 credits) [88]	Level 3, Unit 17 - Video Software (4 credits) [89]
Entry Level 2. Unit 2 - Using ICT to Select and Exchange Information (2 credits) [90]	Level 1, Unit 17 - Video Software (2 credits) [91]	Level 2, Unit 17 - Video Software (3 credits) [92]	Level 3, Unit 23 - Multimedia Software (6 credits) [93]
Entry Level 2, Unit 3 - Online Basics (2 credits) [94]	Level 1, Unit 18 - IT Software Fundamentals (3 credits) [95]	Level 2, Unit 18 - IT Software Fundamentals (3 credits) [96]	Level 3, Unit 24 - Additive Manufacture (6 credits) [97]
Entry Level 2, Unit 4 -Desktop Publishing Software (2 credits) [98]	Level 1, Unit 19 - IT User Fundamentals (3 credits) [99]	Level 2, Unit 19 - IT User Fundamentals (3 credits) [100]	Level 3, Unit 27 - Design Software (5 credits) [101]
Entry Level 2. Unit 5 - Using ICT: Safe Working Practices (1 credit) [102]	Level 1, Unit 20 - Using Mobile IT Devices (2 credits) [103]	Level 2, Unit 20 - Using Mobile IT Devices (2 credits) [104]	Level 3, Unit 28 - Optimise IT System Performance (5 credits) [105]
Entry Level 2, Unit 6 - Using ICT in the Workplace (3 credits) [106]	Level 1, Unit 21 - Data Management Software (2 credits) [107]	Level 2, Unit 21 - Data Management Software (3 credits) [108]	Level 3, Unit 29 - Set Up an IT System (5 credits) [109]
Entry Level 2. Unit 7 - Imaging software (2 credits) [110]	Level 1, Unit 22- Understanding the social and environmental impact of architecture and construction (3 credits) [111]	Level 2, Unit 22 -Understanding the social and environmental impact of architecture and construction (4 credits) [112]	Level 3, Unit 32 - Computerised Accounting Software (5 credits) [113]
Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [114]	Level 1, Unit 23 - Multimedia Software (3 credits) [115]	Level 2, Unit 23 - Multimedia Software (4 credits) [116]	Level 3, Unit 33 - Application Development Using Project Management Methods (6 credits) [117]
Entry Level 2, Unit 9 - Using Word Processing Software (2 credits) [118]	Level 1, Unit 24 - Additive Manufacture (3 credits) [119]	Level 2, Unit 24 - Additive Manufacture (3 credits) [120]	Level 3, Unit 37 - Internet of Things (6 credits) [121]

Entry Level 2. Unit 10 - ICT for Employment (1 credit) [122]	Level 1, Unit 25 - Developing Computer Games and Puzzles (4 credits) [123]	Level 2, Unit 25 - Developing Computer Games and Puzzles (4 credits) [124]	Level 3, Unit 40 - Cloud Based Services and Applications (5 credits) [125]
Entry Level 2, Unit 11 - Audio and Video Software (2 credits) [126]	Level 1, Unit 26 - Computer Games Development (3 credits) [127]	Level 2, Unit 26 - Computer Games Development (4 credits) [128]	Level 3, Unit 41 - Cloud Based Systems and Security (5 credits) [129]
Entry Level 2, Unit 12 - Presentation Software (2 credits) [130]	Level 1, Unit 27 - Design Software (3 credits) [131]	Level 2, Unit 27 - Design Software (4 credits) [132]	Level 3, Unit 42 - Undertaking a RealWorld Project (5 credits) [133]
Entry Level 2, Unit 14 - Video Communication (2 credits) [134]	Level 1, Unit 28 - Optimise IT System Performance (2 credits) [135]	Level 2, Unit 28 - Optimise IT System Performance (4 credits) [136]	<u>Level 3, Unit 44 -</u> <u>Bespoke Software</u> (4 credits) [137]
Entry Level 2. Unit 16 - Using Collaborative Technologies (2 credits) [138]	Level 1, Unit 29 - Set Up an IT System (3 credits) [139]	Level 2, Unit 29 - Set Up an IT System (4 credits) [140]	Level 3, Unit 57 - Networking Fundamentals (5 credits) [141]
Entry Level 2, Unit 26 - Computer Games Development (2 credits) [142]	Level 1, Unit 30 - CAD (3 credits) [143]	Level 2, Unit 30 - CAD (3 credits) [144]	Level 3, Unit 60 - Cisco CCNA 1 - Introduction to Networks (6 credits) [145]
Entry Level 2, Unit 29 - Understand social media (2 credits) [146]	Level 1, Unit 31 - Internet Safety for IT users (3 credits) [147]	Level 2, Unit 32 - Computerised Accounting Software (3 credits) [148]	Level 3, Unit 61 - Cisco CCNA 2 - Routing and Switching (6 credits) [149]
Entry Level 2, Unit 32 - Website Software (2 credits) [150]	Level 1, Unit 32 - Computerised Accounting Software (2 credits) [151]	Level 2, Unit 33 - Application Development Using Project Management Methods (4 credits) [152]	Level 3, Unit 62 - Cisco CCNA 3 - Scaling Networks (6 credits) [153]
Entry Level 2. Unit 36 - Specialist Software (2 credits) [154]	Level 1, Unit 36 - Financial Modelling (3 credits) [155]	Level 2, Unit 34 - Developing skills for project management (4 credits) [156]	Level 3, Unit 63 - Cisco CCNA 4 - Connecting Networks (6 credits) [157]
Entry Level 3.	Level 1, Unit 38 -	Level 2, Unit 35 -	Level 3, Unit 64 -

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Entry Level 3. Unit 2 - Online Basics (1 credit) [166]	Level 1, Unit 43 - E-safety for learners (2 credits) [167]	Level 2, Unit 39 - Digital Art (4 credits) [168]	Level 3, Unit 66 - Cisco - IT Essentials (6 credits) [169]
Entry Level 3. Unit 3 - Desktop Publishing Software (2 credits) [170]	Level 1, Unit 50 - Developing skills for remote working (3 credits) [171]	Level 2, Unit 43 - E-safety for learners (3 credits) [172]	Level 3, Unit 67 - Cisco - Networking Essentials (6 credits) [173]
Entry Level 3. Unit 4 - Displaying Information Using ICT (3 credits) [174]	Level 1, Unit 51 - Effectiveness communication using remote systems (4 credits) [175]	Level 2, Unit 50 - Developing skills for remote working (3 credits) [176]	
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