Spreadsheets

General level descriptors [1]

These are the criteria for spreadsheets

Level 1 Unit 3 - Spreadsheet Software (3 credits)

1. 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 [2]

1.2 I can enter and edit numerical and other data accurately. [5]

1.3 I can store and retrieve spreadsheet files effectively, in line with local guidelines and conventions where available [8]

2. 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 [3]

2.2 I can use functions and formulas to meet calculation requirements [6]

2.3 I can use spreadsheet tools and techniques to summarise and display information [9]

3. 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 [4]

3.2 I can identify which chart or graph type to use to display information [7]

3.3 I can select and use appropriate tools and techniques to generate, develop and format charts and graph [10]

3.4 I can select and use appropriate page layout to present and print spreadsheet information [11]

3.5 I can check spreadsheet information meets needs, using IT tools and making corrections as appropriate [12]

Level 2, Unit 3 - Spreadsheet Software (4 credits)

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1. 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 in the spreadsheet and how it should be structured [14]

1.2 I can enter and edit numerical and other data accurately [17]

1.3 I can store and retrieve spreadsheet files effectively, in line with local guidelines and conventions where available [20]

1.4 I can combine and link data across worksheets [23]

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

2.1 I can identify how to summarise and display the required information [15]

2.2 I can use functions and formulas to meet calculation requirements [18]

2.3 I can use spreadsheet tools and techniques to summarise and display information [21]

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

3.1 I can select and use appropriate tools and techniques to format spreadsheet cells, rows and columns [16]

3.2 I can identify which chart or graph type to use to display information [19]

3.3 I can select and use appropriate tools and techniques to generate, develop and format charts and graph [22]

3.4 I can select and use appropriate page layout to present and print spreadsheet information. [24]

3.5 I can check spreadsheet information meets needs, using IT tools and making corrections as appropriate [25]

3.6 I can describe how to find errors in spreadsheet formulas [26]

3.7 I can respond appropriately to any problems with spreadsheets [27]

Level 3, Unit 3 - Spreadsheet Software (6 credits)

1. 1. Use a spreadsheet to

2. 2. Select and use appropriate

3. 3. Use tools and techniques to

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enter, edit and organise numerical and other data	formulas and data analysis tools and techniques to meet requirements	present, and format and publish spreadsheet information
1.1 I can identify what numerical and other information is needed in the spreadsheet and how it should be structured [29]	2.1 I can explain what methods can be used to summarise, analyse and interpret spreadsheet data and when to use them [30]	3.1 I can explain how to present and format spreadsheet information effectively to meet needs [31]
1.2 I can enter and edit numerical and other data accurately [32]	2.2 I can select and use a wide range of appropriate functions and formulas to meet calculation requirements [33]	3.2 I can select and use appropriate tools and techniques to format spreadsheet cells, rows, columns and worksheets effectively [34]
1.3 I can combine and link data from different sources [35]	2.3 I can select and use a range of tools and techniques to analyse and interpret data to meet requirements [36]	3.3 I can select and use appropriate tools and techniques to generate, develop and format charts and graphs [37]
1.4 I can store and retrieve spreadsheet files effectively, in line with local guidelines and conventions where available [38]	2.4 I can select and use forecasting tools and techniques [39]	3.4 I can select and use appropriate page layout to present, print and publish spreadsheet information [40]
		3.5 I can explain how to find and sort out any errors in formulas [41]
		3.6 I can check spreadsheet information meets needs, using IT tools and making corrections as necessary [42]
		3.7 I can use auditing tools to identify and respond appropriately to any problems with spreadsheets [43]

Links to other Open Office Units

Entry Level Level 1 Level 2 Level 3

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Spreadsheets
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Bronze 1 [45]	Silver 1: IPU [46]	Gold 1: IPU [47]	Platinum 1: IPU [48]
Bronze 2 [49]	Silver 2: WP [50]	Gold 2: WP [51]	Platinum 2: WP [52]
Bronze 3 Unit 1 [53]	Silver 3: SS [54]	Gold 3: SS [55]	Platinum 3: SS [56]
Bronze 3 Unit 2 [57]	Silver 4: DPS [58]	Gold 4: DPS [59]	Platinum 4: DPS [60]
	Silver 5: PS [61]	Gold 5: PS [62]	Platinum 5: PS [63]
	Silver 6: DB [64]	Gold 6: DB [65]	Platinum 6: DB [66]

Source URL: https://theingots.org/community/oooSS

Links
[1] https://theingots.org/community/qcf_levels
[2] https://theingots.org/community/oool1u3x#1.1
[3] https://theingots.org/community/oool1u3x#2.1
[4] https://theingots.org/community/oool1u3x#3.1
[5] https://theingots.org/community/oool1u3x#1.2
[6] https://theingots.org/community/oool1u3x#2.2
[7] https://theingots.org/community/oool1u3x#3.2
[8] https://theingots.org/community/oool1u3x#1.3
[9] https://theingots.org/community/oool1u3x#2.3
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[11] https://theingots.org/community/oool1u3x#3.4
[12] https://theingots.org/community/oool1u3x#3.5
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[14] https://theingots.org/community/oool2u3x#1.1
[15] https://theingots.org/community/oool2u3x#2.1
[16] https://theingots.org/community/oool2u3x#3.1
[17] https://theingots.org/community/oool2u3x#1.2
[18] https://theingots.org/community/oool2u3x#2.2
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[21] https://theingots.org/community/oool2u3x#2.3
[22] https://theingots.org/community/oool2u3x#3.3
[23] https://theingots.org/community/oool2u3x#1.4
[24] https://theingots.org/community/oool2u3x#3.4
[25] https://theingots.org/community/oool2u3x#3.5
[26] https://theingots.org/community/oool2u3x#3.6
[27] https://theingots.org/community/oool2u3x#3.7
[28] https://theingots.org/community/oool2u3i
[29] https://theingots.org/community/oool3u3x#1.1
[30] https://theingots.org/community/oool3u3x#2.1
[31] https://theingots.org/community/oool3u3x#3.1
[32] https://theingots.org/community/oool3u3x#1.2
[33] https://theingots.org/community/oool3u3x#2.2
[34] https://theingots.org/community/oool3u3x#3.2
[35] https://theingots.org/community/oool3u3x#1.3

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[36] https://theingots.org/community/oool3u3x#2.3
[37] https://theingots.org/community/oool3u3x#3.3
[38] https://theingots.org/community/oool3u3x#1.4
[39] https://theingots.org/community/oool3u3x#2.4
[40] https://theingots.org/community/oool3u3x#3.4
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[56] https://theingots.org/community/oooss#3
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[61] https://theingots.org/community/ooops#1
[62] https://theingots.org/community/ooops#2
[63] https://theingots.org/community/ooops#3
[64] https://theingots.org/community/ooodb#1
[65] https://theingots.org/community/ooodb#2
[66] https://theingots.org/community/ooodb#3

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