## Spreadsheets

General level descriptors [1]
These are the criteria for spreadsheets

## Level 1 Unit 3 - Spreadsheet Software (3 credits)

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1. 2. 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)

## 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]

## 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

## Spreadsheets

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## enter, edit and organise numerical and other data

### 1.1 I can identify what

 numerical and other information is needed in the spreadsheet and how it should be structured [29]1.2 I can enter and edit numerical and other data accurately [32]
1.3 I can combine and link data from different sources [35]
1.4 I can store and retrieve spreadsheet files effectively, in line with local guidelines and conventions where available [38]

## formulas and data analysis tools and techniques to meet requirements

### 2.1 I can explain what

 methods can be used to summarise, analyse and interpret spreadsheet data and when to use them [30]2.2 I can select and use a wide range of appropriate functions and formulas to meet calculation requirements [33]
2.3 I can select and use a range of tools and techniques to analyse and interpret data to meet requirements [36]
2.4 I can select and use forecasting tools and techniques [39]

## present, and format <br> and publish spreadsheet information

3.1 I can explain how to present and format spreadsheet information effectively to meet needs [31]
3.2 I can select and use appropriate tools and techniques to format spreadsheet cells, rows, columns and worksheets effectively [34]
3.3 I can select and use appropriate tools and techniques to generate, develop and format charts and graphs [37]
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

## Spreadsheets

Bronze 1 [45] Silver 1: IPU [46]

Bronze 2 [49]
Bronze 3 Unit 1 [53]
Bronze 3 Unit 2 [57]

Silver 2: WP [50]
Silver 3: SS [54]
Silver 4: DPS [58]

Silver 5: PS [61]
Silver 6: DB [64]

Gold 1: IPU [47]

Gold 2: WP [51]
Gold 3: SS [55]
Gold 4: DPS [59]

Gold 5: PS [62]
Gold 6: DB [65]

Platinum 1: IPU [48]

Platinum 2: WP [52]
Platinum 3: SS [56]
Platinum 4: DPS [60]

Platinum 5: PS [63]
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
[10] https://theingots.org/community/oool1u3x\#3.3
[11] https://theingots.org/community/oool1u3x\#3.4
[12] https://theingots.org/community/ooollu3x\#3.5
[13] https://theingots.org/community/oool1u3i
[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
[19] https://theingots.org/community/oool2u3x\#3.2
[20] https://theingots.org/community/oool2u3x\#1.3
[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

## Spreadsheets

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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
[41] https://theingots.org/community/oool3u3x\#3.5
[42] https://theingots.org/community/oool3u3x\#3.6
[43] https://theingots.org/community/oool3u3x\#3.7
[44] https://theingots.org/community/oool3u3i
[45] https://theingots.org/community/ooosu\#1
[46] https://theingots.org/community/ooosu\#5
[47] https://theingots.org/community/ooosu\#6
[48] https://theingots.org/community/ooosu\#7
[49] https://theingots.org/community/ooosu\#2
[50] https://theingots.org/community/ooowp\#1
[51] https://theingots.org/community/ooowp\#2
[52] https://theingots.org/community/ooowp\#3
[53] https://theingots.org/community/ooosu\#3
[54] https://theingots.org/community/oooss\#1
[55] https://theingots.org/community/oooss\#2
[56] https://theingots.org/community/oooss\#3
[57] https://theingots.org/community/ooosu\#4
[58] https://theingots.org/community/ooodps\#1
[59] https://theingots.org/community/ooodps\#2
[60] https://theingots.org/community/ooodps\#3
[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

