#### **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
- 2. 2. Use appropriate formulas and tools to summarise and display spreadsheet information
- 3. 3. Select and use appropriate tools and techniques to present spreadsheet information effectively

- 1.1 I can identify what numerical and other data is needed and how the spreadsheet should be structured to meet needs [2]
- 2.1 I can identify how to summarise and display the required information [3]
- 3.1 I can select and use appropriate tools and techniques to format spreadsheet cells, rows and columns [4]

- 1.2 I can enter and edit numerical and other data accurately. [5]
- 2.2 I can use functions and formulas to meet calculation requirements [6]
- 3.2 I can identify which chart or graph type to use to display information [7]

- 1.3 I can store and retrieve spreadsheet files effectively, in line with local guidelines and conventions where available [8]
- 2.3 I can use spreadsheet tools and techniques to summarise and display information [9]
- 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]
- 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

#### enter, edit and organise numerical and other data

### 1.1 I can identify what numerical and other information is needed in the numerical and other summaries and other summaries are needed in the numerical and other summaries are needed in the numerical and other summaries are needed in the numerical and other numerical and numeric

#### 1.2 I can enter and edit numerical and other data accurately [32]

spreadsheet and how it

should be structured [29]

### 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 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**

Entry Level 1 Level 2 Level 3

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

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

#### Links

- [1] https://theingots.org/community/qcf levels
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- [3] https://theingots.org/community/oool1u3x#2.1
- [4] https://theingots.org/community/oool1u3x#3.1
- [5] https://theingots.org/community/oool1u3x#1.2
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