

## 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)

## 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 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 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

Level 1

Level 2

Level 3

## Spreadsheets

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

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### Links

- [1] [https://theingots.org/community/qcf\\_levels](https://theingots.org/community/qcf_levels)
- [2] <https://theingots.org/community/ooool1u3x#1.1>
- [3] <https://theingots.org/community/ooool1u3x#2.1>
- [4] <https://theingots.org/community/ooool1u3x#3.1>
- [5] <https://theingots.org/community/ooool1u3x#1.2>
- [6] <https://theingots.org/community/ooool1u3x#2.2>
- [7] <https://theingots.org/community/ooool1u3x#3.2>
- [8] <https://theingots.org/community/ooool1u3x#1.3>
- [9] <https://theingots.org/community/ooool1u3x#2.3>
- [10] <https://theingots.org/community/ooool1u3x#3.3>
- [11] <https://theingots.org/community/ooool1u3x#3.4>
- [12] <https://theingots.org/community/ooool1u3x#3.5>
- [13] <https://theingots.org/community/ooool1u3i>
- [14] <https://theingots.org/community/ooool2u3x#1.1>
- [15] <https://theingots.org/community/ooool2u3x#2.1>
- [16] <https://theingots.org/community/ooool2u3x#3.1>
- [17] <https://theingots.org/community/ooool2u3x#1.2>
- [18] <https://theingots.org/community/ooool2u3x#2.2>
- [19] <https://theingots.org/community/ooool2u3x#3.2>
- [20] <https://theingots.org/community/ooool2u3x#1.3>
- [21] <https://theingots.org/community/ooool2u3x#2.3>
- [22] <https://theingots.org/community/ooool2u3x#3.3>
- [23] <https://theingots.org/community/ooool2u3x#1.4>
- [24] <https://theingots.org/community/ooool2u3x#3.4>
- [25] <https://theingots.org/community/ooool2u3x#3.5>
- [26] <https://theingots.org/community/ooool2u3x#3.6>
- [27] <https://theingots.org/community/ooool2u3x#3.7>
- [28] <https://theingots.org/community/ooool2u3i>
- [29] <https://theingots.org/community/ooool3u3x#1.1>
- [30] <https://theingots.org/community/ooool3u3x#2.1>
- [31] <https://theingots.org/community/ooool3u3x#3.1>
- [32] <https://theingots.org/community/ooool3u3x#1.2>
- [33] <https://theingots.org/community/ooool3u3x#2.2>
- [34] <https://theingots.org/community/ooool3u3x#3.2>
- [35] <https://theingots.org/community/ooool3u3x#1.3>

[36] <https://theingots.org/community/ool3u3x#2.3>  
[37] <https://theingots.org/community/ool3u3x#3.3>  
[38] <https://theingots.org/community/ool3u3x#1.4>  
[39] <https://theingots.org/community/ool3u3x#2.4>  
[40] <https://theingots.org/community/ool3u3x#3.4>  
[41] <https://theingots.org/community/ool3u3x#3.5>  
[42] <https://theingots.org/community/ool3u3x#3.6>  
[43] <https://theingots.org/community/ool3u3x#3.7>  
[44] <https://theingots.org/community/ool3u3i>  
[45] <https://theingots.org/community/ool3u3i>  
[46] <https://theingots.org/community/ool3u3i>  
[47] <https://theingots.org/community/ool3u3i>  
[48] <https://theingots.org/community/ool3u3i>  
[49] <https://theingots.org/community/ool3u3i>  
[50] <https://theingots.org/community/ool3u3i>  
[51] <https://theingots.org/community/ool3u3i>  
[52] <https://theingots.org/community/ool3u3i>  
[53] <https://theingots.org/community/ool3u3i>  
[54] <https://theingots.org/community/ool3u3i>  
[55] <https://theingots.org/community/ool3u3i>  
[56] <https://theingots.org/community/ool3u3i>  
[57] <https://theingots.org/community/ool3u3i>  
[58] <https://theingots.org/community/ool3u3i>  
[59] <https://theingots.org/community/ool3u3i>  
[60] <https://theingots.org/community/ool3u3i>  
[61] <https://theingots.org/community/ool3u3i>  
[62] <https://theingots.org/community/ool3u3i>  
[63] <https://theingots.org/community/ool3u3i>  
[64] <https://theingots.org/community/ool3u3i>  
[65] <https://theingots.org/community/ool3u3i>  
[66] <https://theingots.org/community/ool3u3i>