

Spreadsheet unit standards: Comparison of requirements across levels

| Item | 18743 | 2784 | 2785 |
|--|-----------------------------|--|---|
| Level | 1 | 2 | 3 |
| Credit | 2 | 3 | 5 |
| Brief | Supplied | Supplied | Yes |
| Plan | Not Required | Yes | Yes |
| Data is entered | Labels and values | Yes | Yes |
| Data is formatted | Instructions given | Cell width, alignment, text and number formats | Cell width, alignment, text, number and date and time formats |
| Formulae are used | + . - , * , / , sum | + . - , * , / , sum, average, maximum | Statistical, financial and logical functions, time and date calculations, sorting and absolute cell referencing |
| Templates are created, used and documented | Not required | Not required | Yes |
| Spreadsheet is edited | Not required | New variables are entered | Yes |
| Macro is created, used and documented | Not required | Not required | Yes |
| Graphs are created to meet specifications | Two types | One required | One required |
| Data integrity practices are demonstrated - comparison with original information, audited formulae and check totals | Not required | Not required | Yes |
| Evaluation – for compliance with the brief, formatting, readability, legibility, presentation, accuracy and data integrity | Must meet specified outcome | Must meet specified outcome | Yes |
| Modification – compliance with brief is confirmed | Not required | Yes | Yes |
| User document created | Not required | Not required | Yes |
| Spreadsheet is printed | Yes | Yes | Yes |