

Produce a spreadsheet from instructions using supplied data

Level 1

Credits 2

Purpose People credited with this unit standard are able to produce a spreadsheet from instructions using supplied data.

Subfield Computing

Domain Generic Computing

Status Registered

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Entry information Open.

Accreditation Evaluation of documentation by NZQA.

Standard setting body (SSB) NZQA National Qualifications Services

Accreditation and Moderation Action Plan (AMAP) reference 0226

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Special notes

- 1 Candidates are required to produce and print a spreadsheet using supplied data and instructions that specify the formatting, graphic, and print layout requirements, and where the formulae should be placed in the spreadsheet.
- 2 An assessment resource to support computing unit standards (levels 1 to 4) can be found on the NZQA website at <http://www.nzqa.govt.nz/providers/resources/index.html>.

Elements and performance criteria

Element 1

Produce a spreadsheet from instructions using supplied data.

Performance criteria

- 1.1 Data is entered into the spreadsheet, using labels and values, in accordance with instructions.

- 1.2 Data is formatted in accordance with instructions.
- 1.3 Spreadsheet cell functions and/or formulae are used in accordance with the instructions.
- Range includes but is not limited to – add, subtract, multiply, divide, sum.
- 1.4 Two different types of graphs are produced from spreadsheet cell ranges in accordance with instructions.
- 1.5 The spreadsheet and graphs are printed in accordance with the layout requirements of the instructions.

Please note

Providers must be accredited by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by NZQA before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact the NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.