

Spreadsheet unit standards: Comparison of requirements across levels

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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	In accordance with instructions given	Column width, alignment, text and number formats	Column width, alignment, text, number 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 manipulated	Not required	New variables are entered and or formulae amended	Implied
Macros are created, used and documented	Not required	Not required	Yes
Graphs are created to meet specifications	Two required	Two required	At least two required
Data integrity practices are demonstrated - comparison with original information, audited formulae and check totals	Not required	Comparison with sources	Yes
Evaluation - for compliance	Must meet specified outcome	Must meet specified outcome	Yes

with the brief,
formatting,
readability,
legibility,
presentation,
accuracy and data
integrity

Modification – compliance with brief is confirmed	Not required	Implied	Yes
User document created	Not required	Not required	Yes
Spreadsheet is printed	Yes	Yes	Yes

Database unit standards: Comparison of requirements across levels

Item	2786	2787	18742
Level	2	3	4
Credit	3	6	8
Brief	Supplied	Required	No
Plan required	Yes	Yes	No
Design required	Outline	Outline	Yes
Number of tables	1 (flatfile*)	1	3 (relational)
Fields required	Text and Number only	Text, numbers, statistics, times or dates, boolean and financial data	As necessary eg (text, numeric, currency, memorandum, date/time, autonumber, yes/no)
Form required	No	No	Yes
Select queries	Yes	Yes	Unspecified, must access multiple tables
Update queries	No	No	Not specified, but must update data to multiple tables
Sorting required	Alphabetic/numeric	Implied	Yes
Reports required	No	One	Two from multiple tables
Headings on reports	No	Required	Required
Grouping on reports	No	Required	Yes
Summaries on reports	No	Sub-Totals	Yes
Boolean functions	Not Required	Yes	Yes - from multiple tables
Calculated results	Not Required	Not Required	Required
Evaluation	Compliance with the brief, accuracy, readability, ,	Compliance with the brief, accuracy, readability, legibility,	Meets both design and organisational requirements.

	presentation, and data integrity	presentation, and data integrity, solves the problem	
Evaluation report	Not Required	Not Required	Required - Strengths, limitations and improvements for future developments are identified
End-User Document	Not Required	Required	Required

See also related standard 18756 *Use and maintain a computer database for business reporting and decision making*, Level 3, Credit 4

(*) This may be substituted for hierarchial, relational, network or a combination of models.

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