

Title	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.
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Classification	Computing > Generic Computing
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Available grade	Achieved
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Guidance Information

- 1 Learners 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 formulas should be placed in the spreadsheet.
- 2 Legislation relevant to this unit standard includes but is not limited to the:
 - Copyright Act 1994
 - Copyright (New Technologies) Amendment Act 2008
 - Harmful Digital Communications Act 2015
 - Health and Safety at Work Act 2015
 - Privacy Act 2020
 - and any subsequent amendments.
 Current legislation and regulations can be accessed at <http://legislation.govt.nz>.
- 3 Reference
 - ACC5637 Guidelines for Using Computers - Preventing and managing discomfort, pain and injury.* Accident Compensation Corporation - Department of Labour, 2010; available from WorkSafe New Zealand, at <https://www.worksafe.govt.nz/topic-and-industry/work-related-health/ergonomics/safely-using-computers-at-work/>.

Outcomes and performance criteria

Outcome 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 formulas 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, formulas and graphs are presented in hard and/or soft copy in accordance with the layout requirements of the instructions.

Planned review date	31 December 2026
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 July 2002	31 December 2013
Revision	2	16 July 2004	31 December 2013
Review	3	22 May 2009	31 December 2015
Rollover and Revision	4	19 September 2013	31 December 2019
Review	5	19 January 2017	31 December 2024
Review	6	26 May 2022	N/A

Consent and Moderation Requirements (CMR) reference	0099
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Toi Mai Workforce Development Council qualifications@toimai.nz if you wish to suggest changes to the content of this unit standard.