

<b>Title</b>	<b>Produce a spreadsheet from instructions using supplied data</b>		
<b>Level</b>	<b>1</b>	<b>Credits</b>	<b>2</b>

<b>Purpose</b>	People credited with this unit standard are able to produce a spreadsheet from instructions using supplied data.
----------------	--

<b>Classification</b>	Computing > Generic Computing
-----------------------	-------------------------------

<b>Available grade</b>	Achieved
------------------------	----------

---

### Explanatory 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 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 1993
  - and any subsequent amendments.
 Current legislation and regulations can be accessed at <http://legislation.govt.nz>.
- 3 References
  - 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 <http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/guidelines-for-using-computers>.
- 4 An assessment resource to support computing unit standards (levels 1 to 4) can be found on the NZQA website at [www.nzqa.govt.nz/asm](http://www.nzqa.govt.nz/asm). 'The Computing Process - a clarification document' contains further information and can be found on the NZQA website.

---

### Outcomes and evidence requirements

#### Outcome 1

Produce a spreadsheet from instructions using supplied data.

## Evidence requirements

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 or soft copy in accordance with the layout requirements of the instructions.

<b>Planned review date</b>	31 December 2021
----------------------------	------------------

### 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	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0226
--	------

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

### Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The

CMR 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 NZQA National Qualifications Services [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.