

Title	Apply spreadsheet features to present data to meet a brief		
Level	4	Credits	6

Purpose	People credited with this unit standard are able to apply spreadsheet features to present data to meet a brief.
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Classification	Business Administration > Business Information Management
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Available grade	Achieved
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Explanatory notes

- 1 Definition
Software help function includes all online or offline proprietary support and tutorials.
- 2 Assessment against this unit standard must involve the candidate using at least two workbooks and formatting a minimum of three spreadsheets for each workbook. The data to be presented should be contained in a brief provided to the candidate.
- 3 Any commonly used proprietary or open-source spreadsheet software may be used for assessment provided it includes the features, or their equivalents, specified in the range statements of outcome statement 1.

Outcomes and evidence requirements

Outcome 1

Apply spreadsheet features to present data to meet a brief.

Range features must include but are not limited to – conditional formatting, VLOOKUP, HLOOKUP, count, countif, round functions, links between sheets, links between workbooks, filters, hide data (rows and columns), nested formulae, tables, subtotals, named cells and ranges, mixed relative and absolute cell references, data validation, charts;
evidence is required of three different types of charts.

Evidence requirements

- 1.1 Features are applied to spreadsheet workbooks in accordance with computer textbooks and/or the software help function.
- 1.2 Data are presented which meet the requirements of the brief.

Planned review date	31 December 2019
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	17 November 2011	31 December 2015
Revision	2	15 August 2013	31 December 2017
Rollover	3	16 April 2015	N/A

Consent and Moderation Requirements (CMR) reference	0113
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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 if you wish to suggest changes to the content of this unit standard.