

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.
----------------	---

Classification	Business Administration > Business Information Management
-----------------------	---

Available grade	Achieved
------------------------	----------

Guidance Information

- 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 performance criteria

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.

Performance criteria

- 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.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions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	31 December 2022
Review	4	27 February 2020	31 December 2022

Consent and Moderation Requirements (CMR) reference

0113

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