

Title	Use the main features and functions of a spreadsheet application for a purpose		
Level	2	Credits	3

Purpose	<p>People credited with this unit standard are able to use the main features and functions of a spreadsheet application for a purpose.</p> <p>This unit standard has been developed primarily for assessment within programmes leading to the New Zealand Certificate in Computing (User Fundamentals) (Level 2) [Ref: 2591].</p>
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Classification	Computing > Generic Computing
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Available grade	Achieved
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Explanatory notes

- 1 Assessment, where applicable, will be conducted in and for the context of a real or realistic situation and/or setting, and be relevant to current and/or emerging practice. The assessor may gather evidence over time from a range of scenarios rather than using one assessment where the learner has to demonstrate all of the required skills.
- 2 The purpose of the assessment will be provided to the learner. Unformatted data files may also be provided to the learner, as may a brief, which contains requirements against which the success or otherwise of the spreadsheet can be evaluated. The worksheets created must be of sufficient complexity to provide scope for the assessment evidence and to meet the intended purpose.
- 3 *Planning* is not required to be assessed as part of this standard, however it is good practice to develop a simple plan which outlines how the requirements of the task will be realised. A simple plan indicates such things as columns, headers and format (e.g. currency, date, general, decimal points, % etc), to ensure the spreadsheet is properly and efficiently structured.
- 4 Definitions

Good practice in this spreadsheet context includes selecting and using the appropriate features and functions to ensure consistent and correct use of formulas and formatting tools, such as alignment, labelling, and calculation functions. It also includes using shortcuts, screen display options, navigating between worksheets, and using help as required to navigate the spreadsheet application effectively.

Logical structures refer to organising and storing files that allows for easy access to content.

Share refers to offering access to digital information or resources for collaboration,

reviewing, downloading, and/or modification.

Standard error detection and correction refer to checking own work for accuracy, and includes identifying and understanding standard error values associated with using formulas, such as #NAME?, #DIV/0!, #REF!; showing all formulas in a worksheet; and making corrections as appropriate.

User interface refers to the means by which the user and the computer system interact, in particular the use of input/output devices and software functions and features.

- 5 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
 and any subsequent amendments.
 Current legislation and regulations can be accessed at <http://legislation.govt.nz>.
- 6 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>.

Outcomes and evidence requirements

Outcome 1

Use the main features and functions of a spreadsheet application for a purpose.

Range spreadsheet created must include at least two worksheets; evidence requirements may be demonstrated across all worksheets rather than in each worksheet.

Evidence requirements

1.1 User interface of a spreadsheet application is navigated effectively using good practice.

Range includes but is not limited to – shortcuts, screen display options, navigation between worksheets, finding help.

1.2 Main features and functions of a spreadsheet application are used to create, format, edit, print, save and share documents, in accordance with purpose and using good practice.

Range *create* includes – entering data, writing formulas, graphing;
format includes – column width and height, merge cells, alignment and wrapping, text, number formats, borders;
edit includes but is not limited to – sort, move, copy, insert, delete, undo/redo, search and replace, data added, formulas amended, naming worksheets;

print includes – show formula, gridlines, headers and footers, active selection, active sheets, scaling, graphs; may include review and comments, hard or soft copy;
save and share includes – naming; saving (including as a new file, in logical structures, to local and shared folders, and/or to the cloud); attaching to email; activating reviewing and commenting.

1.3 Spreadsheet cell functions and formulas are entered accurately and data integrity checked against original sources.

Range includes but is not limited to – add, subtract, multiply, divide, sum, average, maximum, minimum, count, autofill, formula checking, standard error detection and correction.

1.4 Graphs are created from spreadsheet data in accordance with purpose and using good practice.

Range includes but is not limited to – title, labels; two different types of graphs.

Replacement information	This unit standard replaced unit standard 2784.
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Planned review date	31 December 2021
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 January 2017	N/A

Consent and Moderation Requirements (CMR) reference	0226
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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.