Title	Use the main features and functions of a spreadsheet application for a purpose		
Level	2	Credits	4

Purpose	People credited with this unit standard are able to use the main features and functions of a spreadsheet application for a purpose. 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] and the New Zealand Certificate in Computing (Foundation User) (Level 2) [Ref: 4132].

Classification	Computing > Generic Computing

Available grade	Achieved

Guidance Information

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   Foundation level spreadsheeting skills refer to:
    Creating – entering data, writing formulas, graphing;
    Formatting – column width and height, merging cells, alignment and wrapping, text, number formats, borders;
    Editing – sort, move, copy, insert, delete, undo/redo, search and replace, data added, formulas amended, naming worksheets;
    Printing – showing formula, gridlines, headers and footers, active selection, active sheets, scaling, graphs; basic print settings, hard copy, soft copy;

Saving and sharing – naming; saving (including as a new file / new file type, in logical structures, to local and shared folders, and/or to the cloud); attaching to email; activating reviewing and commenting.

This list is not exhaustive and assessors will need to determine the level of other foundation level spreadsheeting skills if included.

5 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, *a*nd/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.

6 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.

7 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 http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/guidelines-for-using-computers.

Outcomes and performance criteria

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 may be demonstrated across all worksheets rather than in each worksheet.

Performance criteria

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   includes at least 15 foundation level spreadsheeting skills with a selection from each of the following categories – creating, formatting, editing, printing, saving and sharing.

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, count(a), autofill, formula checking, absolute cell referencing;
                       includes 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, axis titles, labels, legend; two different types of graphs.

Replacement information	This unit standard replaced unit standard 2784.

Planned review date	31 December 2026

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 January 2017	31 December 2024
Review	2	26 May 2022	N/A

Consent and Moderation Requirements (CMR) reference	0099

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.