

Unit Title: Spreadsheet Software	
Level:	Entry Three
Credit Value:	2
GLH:	15
OCNLR Unit Code:	CP3/E3/LQ/002
Ofqual Unit Reference Number:	L/505/3223

This unit has 3 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to enter and edit numerical and other information using spreadsheets.	1.1. Enter and edit numerical and other information in spreadsheets accurately. 1.2. Store and retrieve spreadsheet files in line with local guidelines.
2. Be able to use appropriate formulas and tools to summarise and display spreadsheet information.	2.1. Identify how to summarise and display the required information. 2.2. Use formulas and tools as needed to summarise data and process information.
3. Be able to use appropriate tools and techniques to present spreadsheet information.	3.1. Use appropriate tools and techniques to format spreadsheet cells, rows and columns. 3.2. Identify the chart or graph type used to display information. 3.3. Use appropriate tools to generate a chart or graph. 3.4. Select a page layout to present and print spreadsheet information. 3.5. Check spreadsheet information using IT tools making corrections as appropriate.

Assessment

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

P = Prescribed This assessment method *must* be used to assess all or part of the unit.

O = Optional This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	O
Written question & answer/test/exam		Role play/simulation	
Essay		Practical demonstration	P
Report		Group discussion	
Oral question and answer	O	Performance/exhibition	
Written description		Production of artefact	