

Unit Title: Automation within Spreadsheets	
Level:	One
Credit Value:	3
GLH:	27
OCNLR Unit Code:	CN0/1/LQ/005
Ofqual Unit Reference Number:	J/616/8249

This unit has 2 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to use formulae and functions to automate calculations in a spreadsheet program.	1.1. Design a spreadsheet from a given brief identifying where formulae and functions can be used to calculate results. 1.2. Using the design in 1.1, enter data, formulae and functions in a spreadsheet. 1.3. Test the spreadsheet for errors and make amendments as required. 1.4. Save and print the worksheet and formulae.
2. Be able to use a simple macro to automate an action within a spreadsheet program.	2.1. Explain the intended action to be automated. 2.2. Use key strokes to record and save a macro. 2.3. Test the macro to ensure it works as intended.

Assessment

The grid below provides suggestions for the types of assessment activities that can be used with the unit attached to provide evidence for the learner's portfolio. Please refer to the OCN London Assessment Guidance document for definitions of each activity and the expectations for assessment practice and evidence for moderation.

Case Study		Project	✓
Written question & answer/test/exam	✓	Role play/simulation	
Essay		Practical demonstration	✓
Report		Group discussion	
Oral question and answer	✓	Performance/exhibition	
Written description	✓	Production of artefact	
Reflective log/diary		Practice file	