

Spreadsheets	
Level:	One
Credit Value:	3
GLH:	24
OCNLR Unit Code:	CP3/1/LQ/002
Ofqual Unit Reference Number:	T/508/0710

This unit has 7 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Know different uses for spreadsheets.	1.1. Identify different uses for spreadsheets.
2. Be able to enter data into a spreadsheet.	2.1. Set up a spreadsheet. 2.2. Enter data into a spreadsheet. 2.3. Insert rows and columns in a spreadsheet
3. Be able to use multiple worksheets within a workbook.	3.1. Set up a workbook using more than one worksheet. 3.2. Name worksheets within a workbook. 3.3. Insert and delete worksheets in a workbook.
4. Be able to use formulae in a spreadsheet to calculate data.	4.1. Use basic formulae in a spreadsheet to calculate values based on single cells. 4.2. Perform calculations on groups of cells in a spreadsheet.
5. Be able to present data in graphical form.	5.1. Produce a graph or chart using spreadsheet data.
6. Be able to sort and manage data in a spreadsheet.	6.1. Sort data in a spreadsheet by single and multiple column headings. 6.2. Apply filters to a spreadsheet, to extract data.
7. Be able to print a spreadsheet.	7.1. Print a spreadsheet.

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