Unit Title: Spreadsheet Software	
Level:	One
Credit Value:	3
GLH:	20
OCNLR Unit Code:	CP3/1/LQ/001
Ofqual Unit Reference Number:	A/502/4624

This unit has 3 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	**The learner can:**
1. Use a spreadsheet to enter, edit and organise numerical and other data.	1.1. Identify what numerical and other information is needed and how the spreadsheet should be structured to meet needs. 1.2. Enter and edit numerical and other data accurately. 1.3. Store and retrieve spreadsheet files effectively, in line with local guidelines and conventions where available.
2. 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 functions and formulas to meet calculation requirements. 2.3. Use spreadsheet tools and techniques to summarise and display information.
3. Select and use appropriate tools and techniques to present spreadsheet information effectively.	3.1. Select and use appropriate tools and techniques to format spreadsheet cells, rows and columns. 3.2. Identify which chart or graph type to use to display information. 3.3. Select and use appropriate tools and techniques to generate, develop and format charts and graphs. 3.4. Select and use appropriate page layout to present and print spreadsheet information. 3.5. Check information meets needs, using spreadsheet tools and making corrections as necessary.

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