

ESKISS2

Spreadsheet software



Overview

This is the ability to use a software application designed to record data in rows and columns, perform calculations with numerical data and present information using charts and graphs.

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Performance criteria

You must be able to:

Use a spreadsheet to enter, edit and organise numerical and other information

- P1. **Enter and edit** spreadsheet data accurately
- P2. **Combine and link data** across worksheets
- P3. **Store and retrieve** spreadsheet files effectively, in line with local guidelines and conventions where available

You must be able to:

Select and use appropriate formulas and data analysis tools to meet requirements

- P4. Select and use a range of appropriate **functions and formulas** to meet calculation requirements
- P5. Use a range of tools and techniques to analyse and manipulate the required information

You must be able to:

Use tools and techniques to present and format spreadsheet information

- P6. Select and use appropriate tools and techniques to **format spreadsheet cells, rows, columns** and worksheets
- P7. Select and use an appropriate **chart or graph type** to display selected information
- P8. Select and use appropriate tools and techniques to **format charts and graphs**
- P9. Select and use appropriate **page layout** to present and print spreadsheet information
- P10. **Check information** meets needs, using spreadsheet tools and making corrections as necessary
- P11. Respond appropriately to any **problems with spreadsheets**

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Knowledge and understanding

You need to know and understand:

Use a spreadsheet to enter, edit and organise numerical and other information

K1. Identify what **numerical and other information** is needed in the spreadsheet and how it should be **structured**

Select and use appropriate formulas and data analysis tools to meet requirements

K2. Identify which tools and techniques to use to **analyse and manipulate** the required information

You need to know and understand:

Use tools and techniques to present and format spreadsheet information

K3. Plan how to present and format spreadsheet information effectively to meet needs

K4. Describe how to find errors in formulas

Additional Information

Scope/range

An intermediate user can select and use a wide range of intermediate spreadsheet software tools and techniques to produce, present and check spreadsheets that are at times non-routine or unfamiliar. Any aspect that is unfamiliar may require support and advice from others.

Spreadsheet software tools and techniques will be defined as 'intermediate' because:

1. the range of data entry, manipulation and outputting techniques will be at times non-routine or unfamiliar;
2. the tools, formulas and functions need to analyse and interpret the data requires knowledge and understanding (for example, mathematical, logical, statistical or financial); and
3. the user will take some responsibility for setting up or developing the structure and functionality of the spreadsheet.

Examples of context: Typical examples may include - monthly expenditure and sales figures, budgets, cash flow forecasts and graphs of results.

Examples of Content

The examples given are indicative of the learning content at each level and are not intended to form a prescriptive list for the purpose of assessment

Use a spreadsheet to enter, edit and organise numerical and other information

Enter and edit: *Insert data into multiple cells at once, replicate data, find and replace, use absolute and relative cell references, add data and text to a chart*

Numerical and other information: Numbers, charts, graphs, text, *images*

Spreadsheet structure: Spreadsheet components (eg cells, rows, columns, tabs, pages, charts, *ranges, workbooks, worksheets*), *structure, design and layout*

Store and retrieve: Save, save as, find, open, close, *open CSV file in spreadsheet application, save spreadsheet file as CSV; templates*

Select and use appropriate formulas and data analysis tools to meet requirements

Analyse and manipulate: *Totals, sub-totals and summary data; sorting and display order; lists, tables, graphs and charts; filter rows and columns;* Judgment of when and how to use these methods

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Functions and formulas: Design of formulas to meet calculation requirements; *mathematical, statistical, financial, conditional; logical functions*

Use tools and techniques to present and format spreadsheet information

Format cells: Numbers, currency, percentages, number of decimal places, font and alignment, shading and borders; *date and time formats, wrap text*

Format rows and columns: Height, width, borders and shading, *hide, freeze,*

Charts and graphs: Pie chart, bar chart, single line graph, *area, column, x-y scatter, stock, radar, doughnut, surface*

Format charts and graphs: Title, axis titles, legend, *change chart type, move and resize chart*

Page layout: Size, orientation, margins, *header and footer, page breaks, page numbers, date and time, adjust page set up for printing*

Check spreadsheet information: Accuracy of numbers, formulas and any text; accuracy of results; suitability of charts and graphs; *reveal formulae; layout and formatting; validity and accuracy of analysis; clarity of overall spreadsheet*

Problems with spreadsheets: Using help; sorting out errors in formulas, circular references

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Developed by e-skills UK

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Validity Current

Status Original

Originating organisation e-skills UK SSC

Original URN ESKISS2

Relevant occupations Application Support; ICT for users; Information and Communication Technology

Suite IT Users 6.2

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