	Unit ID: 120
Domain	**OFFICE ADMINISTRATION**
Title:	**Operate the basic functions of a spreadsheet application as part of office procedures**
Level: 2	**Credits: 8**

Purpose

This unit standard is intended for those who operate the basic functions of a spreadsheet application as part of office procedures. People credited with this unit standard are able to create spreadsheets; customise basic settings in spreadsheets; edit and format spreadsheet documents; incorporate objects and charts in spreadsheet document; and print spreadsheet in a print preview mode.

This unit standard is intended for people who carry out activities that requires application of spreadsheet in an office environment.

Special Notes

1.   Entry information

Prerequisite:
- Unit 1157 - *Demonstrate basic knowledge of workplace health and safety* or demonstrated equivalent knowledge and skills.

2.   Assessment evidence may be collected from a real workplace or a simulated real workplace in which office administration operations are carried out.

3.   Performance of all elements in this unit standard must comply with all relevant workplace requirements and /or manufacturer's specifications.

6.   Regulations and legislation relevant to this unit standard include the following:
- Labour Act, No. 11, 2007
- Occupational Health and Safety Regulations, 1997
and all subsequent amendments.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Create spreadsheets

Range

Application tools may include but are not limited to help, search, find and replace, spell check, undo and format.

Formulae may include but not limited SUM, AVERAGE, MIN, MAX, COUNT, IF functions

Cell reference includes absolute reference and relative cell reference.

Performance Criteria

1.1 Spreadsheet application is opened and file is created or opened by entering numbers, text and symbols into cells.

1.2 Simple formulas are entered, using cell referencing according to given instructions.

1.3 Common application tools are used according to given instructions.

1.4 Columns and rows are edited.

1.5 Autofill function is utilized to increment data.

1.6 Spreadsheet is saved to correct directory or folder.

Element 2: Customise basic settings in spreadsheets

Range

Page layout may include but is not limited to display modes, orientation and size.

Font settings include font, size and colour.

Performance Criteria

2.1 Page layout is adjusted to meet user requirements.

2.2 Headers and footers are inserted in appropriate format.

2.3 Cell is formatted to display different styles in line with job requirements.

2.4 Margin sizes are modified in line with job requirements.

2.5 Multiple spreadsheets are viewed concurrently.

2.6   Data entries are auto-fitted.

Element 3: Edit and format spreadsheet document

Range

Editing features may include but are not limited to the following menu commands: help, search and replace, spell check, undo, cut, copy, paste.

Performance Criteria

3.1   Editing features are used according to given instructions.

3.2   Selected editing features are copied from another cell in the spreadsheet or from another active spreadsheet.

3.3   Font settings and alignment options are changed.

3.4   Information is aligned in a selected cell.

3.5   Spreadsheet is saved according to given instructions.

Element 4: Incorporate object and chart in spreadsheet document

Range

Objects may include but are not limited to other documents, graphics, pictures and sound.

Performance Criteria

4.1   Object is imported into an active spreadsheet and manipulated by using formatting features.

4.2   Chart is created by using selected data in the spreadsheet.

4.3   Selected data is displayed in a different chart.

4.4   Chart is modified, using formatting features in line with job requirements.

Element 5: Print spreadsheet in print preview mode

Range

Appropriate person may refer to supervisor, authorised business representative or client.

Performance Criteria

5.1   Printer options are selected according to given specifications.

5.2   Spreadsheet or selected part of spreadsheet is printed.

5.3   Spreadsheet is submitted to the appropriate person for approval or feedback.

Registration Data

Subfield:	Business Services
Date first registered:	28 September 2006
Date this version registered:	28 March 2018
Anticipated review:	2023
Body responsible for review:	Namibia Training Authority