

Domain	COMPUTING FUNDAMENTALS	Unit ID: 168
Title:	Produce basic spreadsheets	
Level: 1		Credits: 10

Purpose

This unit standard specifies the competency required to produce basic spreadsheets. It includes producing a basic spreadsheet, opening, formatting and editing a workbook with worksheets, performing basic spreadsheet calculations, using the Help function in a spreadsheet application and printing a workbook with spreadsheets. This unit standard is intended for people requiring basic computing skills in order to engage in paid employment, other forms of work, and/or vocational education and training.

Special Notes

1. To demonstrate competence, at a minimum, evidence is required from a workplace or simulated workplace or an appropriate simulated environment in which knowledge to enter and exit a spreadsheet package is applied, basic formatting and text editing styles are applied, knowledge to perform basic calculations are demonstrated, knowledge to use the Help function is applied and knowledge to produce a hard copy of a document is demonstrated.
2. Tools and equipment may include, but not be limited to computer, external devices, storage devices and basic computer applications.
3. Performance of all elements in this unit standard must comply with all relevant workplace requirements and /or manufacturer's specifications.
4. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act, No. 6, 1992
 - Workplace specific policies and regulations
 - Occupational Health and Safety Regulations No. 18, 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: Produce a spreadsheet document

Performance Criteria

- 1.1 Spreadsheet application is accessed.
- 1.2 Data is entered according to required specifications.
- 1.3 Workbook is saved in applicable location.
- 1.4 Workbook is closed.
- 1.5 Spreadsheet application is closed and exited.

Element 2: Open, format and edit a spreadsheet document

Range

Formatting may include but is not limited to bold, italics, underline and alignment.

Editing may include but is not limited to copy, paste, undo, redo, cut, move and insert.

Performance Criteria

- 2.1 Workbook with worksheets is opened.
- 2.2 Formatting styles are applied to data and cells according to required specifications.
- 2.3 Document is edited.

Element 3: Perform basic spreadsheet calculations

Range

Basic spreadsheet calculations may include arithmetic calculations such as add, subtract, multiply and divide.

Performance Criteria

- 3.1 Basic arithmetic functions are performed.
- 3.2 Results are displayed.

Element 4: Use the Help function in a spreadsheet document

Performance Criteria

- 4.1 Help function is activated.
- 4.2 Basic search criteria are entered.
- 4.3 Results are displayed and applied.

Element 5: Print a worksheet

Range

Basic troubleshooting procedures may include but are not limited to page orientation, paper supply and power supply and cable connections.

Performance Criteria

- 5.1 Printing procedures are applied in line with specifications.
- 5.2 Basic troubleshooting procedures are applied.

Registration Data

Subfield:	Information Communication Technology
Date first registered:	28 September 2006
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Anticipated review:	2011
Body responsible for review:	Ministry of Education