

Unit ID: 2331

Domain **INFORMATION AND COMMUNICATION
TECHNOLOGY- FOUNDATION**

Title: **Use basic spreadsheets**

Level: 2

Credits: 12

Purpose

This unit standard is intended for those who use basic spreadsheets. People credited with this unit standard are able to produce a spreadsheet, retrieve, format and edit a spreadsheet, perform basic spreadsheet calculations, demonstrate an understanding of spreadsheet features and functions, use cell formatting and styles, navigate and manipulate worksheets and window frames, perform table to chart functions, perform page setup and printing options, perform saving, exporting and importing, demonstrate filtering and sorting of data.

This unit standard is intended for those who work in the information and communication technology environment.

Special Notes

1. Entry information:

Prerequisite:

- None.

2. This unit standard is to be delivered and assessed in the context of information and communication technology

3. Assessment evidence may be collected from a real or a simulated workplace in which ICT operations are carried out.

4. Glossary of terms

- *Spread sheet* –Is a rectangular table (or grid) of information, often financial information.
- *Formulae* – A mathematical equation that performs a calculation in a cell.
- *Workbook* – A spreadsheet file is referred to as a workbook.
- *Grid lines* –Is a rectangle table (or grid), that form up columns and rows.
- *Columns* –Run across the top of the spreadsheet and are labelled with alphabetical letters.
- *Rows* – Run down the left side of the spreadsheet and are identified by numbers.
- *Cells* – Are formed by the intersection of rows and columns.
- *Cursor* – A flash line, insertion point, indicates the point at which typing will occur.

5. Performance of all elements in this unit standard must comply with industry standards
6. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act 2007(Act no 11,2007)
 - Workplace specific policies and regulations.
 - Regulations relating to the health and Safety of employees at work under Schedule 1 (2) of the Labour Act No.11 of 2007 and all subsequent amendments.

Quality Assurance Requirements

This unit standard and others within this sub-field 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 on www.namqa.org and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Produce a spreadsheet

Performance Criteria

- 1.1 Spreadsheet application is launched.
- 1.2 Spreadsheet components are identified.
- 1.3 Data is entered according to instructions.
- 1.4 Spreadsheet is saved in appropriate location.
- 1.5 Spreadsheet application is closed and exited.

Element 2: Retrieve, format and edit a spreadsheet

Range

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

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

Performance Criteria

- 2.1 Spreadsheet is retrieved according to instructions.
- 2.2 Spreadsheet is opened; cells are selected for manipulation and de-selected.
- 2.3 Spreadsheet is formatted and edited according to instructions.
- 2.4 Changes are saved according to specific task requirements.

Element 3: Perform basic spreadsheet calculations

Range

Basic spreadsheet calculations may include but not limited to arithmetic calculations such as add, subtract, multiply, divide, and average.

Performance Criteria

- 3.1 Basic arithmetic functions are performed according to instructions.
- 3.2 Formulae and results are displayed.
- 3.3 Workbook is saved using specific file name.

Element 4: Demonstrate an understanding of spreadsheet features and functions

Performance Criteria

- 4.1 Help function is launched.
- 4.2 Basic search criteria are entered and results are displayed.
- 4.3 Built-in functions are explained.
- 4.4 Built-in functions are performed according to instructions.

Element 5: Use cell formatting and styles

Performance Criteria

- 5.1 Cells are formatted according to instructions.
- 5.2 Data is formatted according to instructions.
- 5.3 Styles are selected and applied to a range on a worksheet.
- 5.4 Conditional formatting is applied.

5.5 Custom number format options are applied according to specific task requirements.

Element 6: Navigate and manipulate worksheets and window frames

Performance Criteria

6.1 Worksheets are created, moved and copied in accordance with task requirements.

6.2 Window-Frames are split.

6.3 Hiding of Rows and Columns are illustrated and deleted.

6.4 Worksheets are inserted and deleted.

Element 7: Perform table to chart functions

Performance Criteria

7.1 Different types of charts are illustrated.

7.2 Tables are creating in accordance with instructions.

7.3 Charts are generated in accordance with instructions

7.4 Modify table and chart manipulation options are illustrated.

7.5 Charts are created within or in separate worksheets.

Element 8: Perform page setup and printing options

Performance Criteria

8.1 Worksheet page setups are selected according to specific instructions.

8.2 Knowledge of set print area is demonstrated.

8.3 Preview and printing options are performed.

Element 9: Perform saving, exporting and importing

Performance Criteria

9.1 Worksheets are saved or exported according to specific instructions.

9.2 Workbooks are opened and saved as templates.

9.3 Importing of data from different file formats is performed.

Element 10: Demonstrate filtering and sorting of data

Performance criteria:

- 10.1 Data sorting is illustrated.
- 10.2 Data filtering is applied.
- 10.3 Grouping and sub-totaling are performed according to task requirements.
- 10.4 Expanding and collapsing outline details are performed.

Registration Data

Subfield:	Information and Communication Technology
Date first registered:	30 July 2020
Date this version registered:	30 July 2020
Anticipated review:	2025
Body responsible for review:	Namibia Training Authority