

Unit ID: 2335

Domain **INFORMATION AND COMMUNICATION
TECHNOLOGY- FOUNDATION**

Title: **Perform advanced spreadsheet functions**

Level: 3

Credits: 6

Purpose

This unit standard is intended for those who perform advanced spreadsheet functions. People credited with this unit standard are able to apply advanced formatting, demonstrate an understanding of functions and formulas, demonstrate an understanding of generating a chart, demonstrate an understanding of data analysis, perform auditing of data and apply security features.

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

Special Notes

1. Entry information:

Prerequisite:

- Unit ID: 2331 Use basic spreadsheet

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

- *Pivot tables* - is a data summarization tool found in data visualization programs such as spreadsheets or business intelligence software.
- *Lookup Tables* - Is an array that replaces runtime computation with a simpler array indexing operations.
- *Data Validation* - Is the process of ensuring that a program operates on clean, correct and useful data.
- *Data Auditing* - Is the process of conducting a data audit to assess how company's data is fit for given purpose. This involves profiling the data and assessing the impact of poor quality data on the organization's performance and profits.
- *Macros* - A macro can also be a small program, or script, that automates common tasks. These scripts are usually run within programs and can often be created by the user.

example, a user might record a macro for Microsoft Word that inserts his entire address when he presses a custom key combination. A Microsoft Excel user might record a macro to format the data in the selected column of a spread sheet.

- *Password* –is a string of characters used for authenticating a user on a computer system. Most passwords are comprised of several characters, which can typically include letters, numbers, and most symbols, but not spaces.
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 & 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: Apply advanced formatting

Range

Advanced formatting may include but is not limited to cells and worksheets formatting.

Performance Criteria

- 1.1 Cells formatting are applied according to instructions.
- 1.2 Worksheets formatting are applied according to instructions.

Element 2: Demonstrate an understanding of functions and formulas

Range

Functions and formulas may include but is not limited to using functions and formulas (Statistical functions, financial functions, nested functions and lookups).

Performance Criteria

- 2.1 Functions are applied according to instructions.
- 2.2 Formulas are applied according to instructions.

Element 3: Demonstrate an understanding of generating a chart

Performance criteria

- 3.1. Charts are created as per instructions.
- 3.2 Combined column and line chart is created.
- 3.3 Charts are formatted as per instructions.

Element 4: Demonstrate an understanding of data analysis

Range

Data analysis may include but is not limited to using tables and lists to analyse, filter and sort data.

Performance criteria:

- 4.1. Pivot table is created.
- 4.2. Pivot table is modified and filtered.
- 4.3 Sorting, filtering and grouping is created and applied.
- 4.4 Conditional functions are applied.

Element 5: Perform auditing of data

Performance criteria

- 5.1 Cell trace precedent and dependent are performed.
- 5.2 Show and hide formulae are applied.
- 5.3 Comments and notes are inserted.

Element 6: Apply security features

Performance criteria

6.1 Password protection is applied according to instructions.

6.2 Cell protection is applied according to instructions.

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