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|  | **Unit ID: 120** |
| **Domain** | **OFFICE ADMINISTRATION** |
| **Title:** | **Operate a spreadsheet application as part of office procedures** |
| **Level: 3** | **Credits: 8** |

# Purpose

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

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.

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

1. 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 who 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](http://www.namqa.org) 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. Types of Spreadsheet applications are identified and explained.
  2. Spreadsheet application is opened to enable capturing of numbers, text and symbols.
  3. Columns and rows are explained.
  4. Formulas are explained and demonstrated.
  5. Formulas are entered, created and applied, using cell referencing as per given specifications.
  6. Application tools are described, selected and used.
  7. Autofill function is applied to increment data.
  8. Spreadsheet is saved in appropriate location and format.

**Element 2: Customise 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 and applied to meet user requirements.

2.2 Headers and footers are inserted in appropriate format.

2.3 Cell is selected and formatted to display different styles as required.

2.4 Margin sizes are modified and used as per given specifications.

2.5 Multiple spreadsheets are created and viewed concurrently.

2.6 Auto-fit is used to fully display data in the cell.

**Element 3: Edit and format spreadsheet**

# 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 identified and used as required.

3.2 Selected edited features are applied to manipulate data 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**

# 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 as required.

**Element 5: Print spreadsheet**

**Range**

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

# Performance Criteria

5.1 Spreadsheet is displayed in a print view mode.

5.2 Print settings are selected according to given specifications.

5.3 Spreadsheet or selected part of spreadsheet is printed.

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

# Registration Data

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| **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 |