e-Quals Unit Syllabus

Level 1 Producing simple spreadsheets

7266 - 003

www.cityandguilds.com/e-quals07
March 2007
Version 1.0

About City & Guilds

City & Guilds is the UK's leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

City & Guilds Group

The City & Guilds Group includes City & Guilds, ILM (the Institute of Leadership & Management) which provides management qualifications, learning materials and membership services, NPTC which offers land-based qualifications and membership services, and HAB (the Hospitality Awarding Body). City & Guilds also manages the Engineering Council Examinations on behalf of the Engineering Council.

Equal opportunities

City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement *Access to assessment and qualifications* is available on the City & Guilds website.

Copyright

The content of this document is, unless otherwise indicated, © City & Guilds Limited and may not be copied, reproduced or distributed without prior written consent.

However, approved City & Guilds centres and learners studying for City & Guilds qualifications may photocopy this document free of charge and/or include a locked PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching learners working towards a City & Guilds qualification, or for internal administration purposes
- learners may copy the material only for their own use when working towards a City & Guilds qualification
- the *Standard Copying Conditions* on the City & Guilds website.

Please note: National Occupational Standards are not © City & Guilds Limited. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Publications

City & Guilds publications are available on the City & Guilds website or from our Publications Sales department at the address below or by telephoning +44 (0)20 7294 2850 or faxing +44 (0)20 7294 3387.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)20 7294 2800
F +44 (0)20 7294 2400
www.cityandguilds.com
enquiry@cityandguilds.com

Contents

Unit 003	**Producing simple spreadsheets**	
Syllabus overview		2
Outcome 1	Use a spreadsheet application in its operating environment	4
Outcome 2	Discuss/suggest the design for a simple spreadsheet	5
Outcome 3	Input simple spreadsheets and enter data	6
Outcome 4	Edit spreadsheets and modify cells and ranges of cells	7
Outcome 5	Save, retrieve and print the contents of spreadsheet files	8
Unit record sheet		9

Unit 003 Producing simple spreadsheets

Syllabus overview

Rationale

A candidate who successfully completes this unit will be able to access spreadsheet software, input and modify spreadsheets, maintain data files and produce hardcopy. The aim of this unit is to provide candidates with a primary level of skills and knowledge to competently *perform a variety of spreadsheet related tasks* using Information and Communication Technologies (ICT). Candidates develop an understanding of the basics of spreadsheets and the operating system in everyday usage and the ability to work in a supervised role following clear instructions in a competent manner.

Learning outcomes

There are **five** outcomes to this unit. The candidate will be able to

- Use a spreadsheet application in its operating environment
- Discuss/suggest the design for a simple spreadsheet
- Input simple spreadsheets and enter data
- Edit spreadsheets and modify cells and ranges of cells
- Save, retrieve and print the contents of spreadsheet files

Guided learning hours

It is recommended that 30 hours should be allocated for this unit. This may be on a full time or part time basis.

Connections with other qualifications

This unit contributes towards the knowledge and understanding required for the following qualifications

IT Users N/SVQ (iTQ) Level 1

Outcome	Unit	
1, 2, 3	101	Make selective use of IT 1
1, 2, 3	102	Operate a computer 1
1, 2, 3	109	Spreadsheet software 1
1, 2, 3, 4, 5	117	Use IT systems 1

Key Skills

This unit contributes towards the Key Skills in the following areas

Application of number	N 1.1, N 1.2, N 1.3
Communication	
IT	IT 1.2
Working with others	
Problem solving	PS 1.1
Improving own learning	

ICT Skills for Life

Using ICT systems	Level 1 – 1.1, 1.2, 2.1, 2.4
Finding and exchanging information	Level 1 – 4.3
Developing and presenting information	Entry 3 – 6a.2 Level 1 – 6a.4, 6c.1, 6c.2, 6c.3, 7.1 Level 2 – 6c.2

Assessment and grading

Assessment will be by means of a **set assignment** covering both practical activities and underpinning knowledge.

Unit 003 Producing simple spreadsheets

Outcome 1 Use a spreadsheet application in its operating environment

Practical activities
The candidate will be able to:

1 start a spreadsheet application

2 open a new or previously prepared spreadsheets

3 navigate around spreadsheets using the keyboard and/or a pointing device

4 select cells and adjacent cell ranges in spreadsheets using the keyboard and/or a pointing device

5 save spreadsheets in the correct format

6 print on an appropriate output device

7 close the spreadsheet application.

Underpinning knowledge
The candidate will be able to:

1 identify the hardware requirements for efficient use of a spreadsheet application

- a monitor size and resolution
- b data input devices keyboard and pointing device

2 identify typical filenames and extensions for spreadsheets

3 identify appropriate printing facilities for providing different forms of hardcopy of a spreadsheet.

Unit 003 Producing simple spreadsheets

Outcome 2 Discuss/suggest the design for a simple spreadsheet

Practical activities
The candidate will be able to:

1 read a planned spreadsheet layout for a given specification

2 suggest suitable layouts and formats for data

3 suggest suitable titles and labels

4 construct suitable formulas or functions for calculated cells, eg:

- a =A4+B4-C4
- b =A4*(B4+C4)
- c =SUM(A1:A7)
- d simple, single =IF
- e use absolute cell reference $

5 identify the printout required for a given spreadsheet, including produce and print simple graphs and charts eg: single pie, bar, line, with suitable title, axis, legend.

Underpinning knowledge
The candidate will be able to:

1 identify text/label and numeric data

2 identify the difference between the contents of a cell and its appearance formulas/functions/outcomes, justification of numeric/text data

3 identify the need for clear titles, data rows, columns

4 identify how formulas/functions are constructed

5 identify the difference between a formula and a function.

Unit 003 Producing simple spreadsheets

Outcome 3 Input simple spreadsheets and enter data

Practical activities

The candidate will be able to:

1 input spreadsheets according to a given design

- a insert text into spreadsheet cells
- b insert numbers into spreadsheet cells
- c insert simple formulas and functions into spreadsheet cells using buttons, menus, pointing device and keyboard

2 align cell contents right, left and centre

3 modify cell width and height

4 modify number formats general, fixed, currency to specify decimal places, percentage

5 modify text attributes font, size, enhancement and background.

Unit 003 Producing simple spreadsheets

Outcome 4 Edit spreadsheets and modify cells and ranges of cells

Practical activities
The candidate will be able to:

1 insert rows and columns into spreadsheet

2 delete rows and columns from spreadsheet

3 move and copy ranges of cells

4 delete cell contents

5 replicate formulas using the application tools

6 edit the contents of individual cells

7 use the undo feature.

8 sort data in ascending and descending order.

Unit 003 Producing simple spreadsheets

Outcome 5 Save, retrieve and print the contents of spreadsheet files

Practical activities
The candidate will be able to:

1 use save processes to prevent loss of work, frequent, automatic eg: save, save as, automatic

2 use systematic filenames and extensions to save edited spreadsheets

3 produce hardcopy of a spreadsheet, and of selected areas of a spreadsheet on single sheets of paper according to a given design with footer in landscape or portrait orientation

4 produce hardcopy showing formulas with row and column headings.

Underpinning knowledge
The candidate will be able to:

1 describe the problems associated with an application where all the data is held in volatile memory

2 identify the importance of using suitable filenames for developing versions of spreadsheets.

Unit record sheet

Use this form to track your progress through this unit.

Tick the boxes when you have covered each outcome. When they are all ticked, you are ready to be assessed.

Outcome	✓	Date
1 **Use a spreadsheet application in its operating environment**	☐	
2 **Discuss/suggest the design for a simple spreadsheet**	☐	
3 **Input simple spreadsheets and enter data**	☐	
4 **Edit spreadsheets and modify cells and ranges of cells**	☐	
5 **Save, retrieve and print the contents of spreadsheet files**	☐	

Candidate Signature ..... **Date** .....

City & Guilds Registration Number .....

Quality nominee (if sampled) ..... **Date** .....

Assessor Signature ..... **Date** .....

External Verifier Signature (if sampled) ..... **Date** .....

Centre Name ..... **Centre Number** .....

Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com
www.cityandguilds.com/e-quals07

City & Guilds is a company registered in England and Wales (company number 16513878)