

UNIT TITLE: Spreadsheet Software for Access

LEVEL: Two
CREDIT VALUE: 3
NOCN UNIT CODE: CN1/2/NO/005
ACCREDITED UNIT NO:

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Know how to use spreadsheet software. (SS2) ¹	1.1 Describe how to produce professional spreadsheets for a variety of uses that are accurate and well laid out. 1.2 For at least 3 separate spreadsheets, describe who and what the information is for and how it will be presented. 1.1 For at least 3 spreadsheets, explain how it communicates clearly and accurately with the audience. 1.2 Describe how to analyse and interpret simple and complex data.
2. Use spreadsheet software. (SS2)	2.1 Use file handling techniques for the software. 2.2 Use techniques to combine and link information. 2.3 Enter and edit spreadsheet data. 2.4 Format simple spreadsheets. 2.5 Check that page breaks fall in appropriate places and that the formatting is appropriate. 2.6 Check the accuracy of results and sort out errors in formulas. 2.7 Use appropriate functions and formulae in simple spreadsheets. 2.8 Analyse and interpret simple data. 2.9 Present data. 2.10 Improve efficiency (e.g. setting up short cuts).

¹ E-skills ITQ

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ASSESSMENT INFORMATION

Guidance:

This grid gives details of the assessment activities to be used with the unit attached. Please refer to the NOCN Centre Handbook for definitions of each activity and the expectations for assessment practice and evidence for moderation.

The assessment activities for this unit are indicated in the table below:

Key: **P = Prescribed** – this assessment method *must* be used to assess the unit.
O = Optional – this assessment method *could* be used to assess the unit.

Case study	O	Project	O
Written question & answer/test/exam		Role play/simulation	
Essay		Practical demonstration	O
Report	O	Group discussion	
Oral question and answer		Performance/exhibition	O
Written description	O	Production of artefact	O
Reflective log / diary		Practice file	O

Signposting Key Skills

This unit offers clear opportunities for learners to provide evidence of achievement in Key Skills achievement in the following skill area/s:

Key Skill		Wider Key Skill	
Communication		Working with others	
Information Technology		Problem solving	
Application of Number		Improving Own Learning and Performance	