

## Overview

This standard is about creating and using spreadsheets to enter and process data.

This involves setting up and formatting worksheets, entering data and saving the spreadsheet file. It includes using spreadsheet features and tools to process and display information and to format and print spreadsheet outputs.

This standard is for those who need to enter and process data using spreadsheet software to meet their own needs or as part of their duties.

## Performance criteria

*You must be able to:*

1. Agree the data and functionality requirements for a new or existing spreadsheet with stakeholders
2. Create new worksheets with column and row headings for entering data in line with requirements
3. Format spreadsheet worksheets, rows, columns and cells to meet requirements
4. Enter and edit information accurately into spreadsheets
5. Use spreadsheet tools and techniques to summarise and display required information
6. Use standard functions and formulae to meet calculation requirements
7. Test and debug spreadsheets to verify that they operate in line with requirements
8. Select and use appropriate page layout to present spreadsheet information required
9. Save and retrieve spreadsheets into appropriate shared or local repositories in line with organisational standards

## Knowledge and understanding

*You need to know and understand:*

1. Identify what information is needed to be organised and stored in the spreadsheet application
2. How to create a new spreadsheet
3. How to enter and display the required information should be structured to meet needs
4. How to use standard formulae and tools to display and organise spreadsheet information
5. How to produce straightforward spreadsheets
6. How to format cells, rows and columns including alignment
7. How to set and format number types and the number of decimal places,
8. How to select font style
9. How to add borders and shading to spreadsheets
10. How to use tools and techniques to present spreadsheet information
11. How to enter, edit and organise numerical information in a spreadsheet
12. The standard formulae and functions used to manage data in spreadsheets
13. The basic features of spreadsheet components (including, cells, rows, columns, tabs, and pages or worksheets)
14. How to setup the layout of a spreadsheet to meet needs
15. How to check spreadsheet information is accurate and correct
16. How to store and retrieve spreadsheet files

TECHDUSS1

Create and update spreadsheets with data



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**Developed by** e-skills

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**Suite** IT Users

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