

Overview

This standard is about using spreadsheet software to create formulae and charts to manage and display data.

This involves setting up links and references across worksheets, and using these to create the required formulas to process and manage data. It includes using spreadsheet features and tools to visualise data using charts and graphs.

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

Performance criteria

You must be able to:

1.
Identify the requirements of spreadsheet applications to meet organisational needs
2.
Enter, import and edit spreadsheet data accurately
3.
Combine and link data across worksheets to meet requirements
4.
Store and retrieve spreadsheet files effectively
5. Create detailed formulae to provide the correct data processing in spreadsheets
6.
Select chart and graph styles to display spreadsheet in line with requirements
7.
Produce and label charts and graphs to provide required data visualisations
8.
Save and export spreadsheet charts and graphs for use in external documents and presentations in line with organisational requirements
9.
Review spreadsheet graphs and charts for errors making corrections as necessary

Knowledge and understanding

You need to know and understand:

1. How to identify what graphs and charts are required to display stored information
2. How to structure spreadsheets
3. How to import data into spreadsheets from external sources
4. How to identify which chart or graph type to use to display information in spreadsheets
5. How to design of formulae to meet calculation requirements
6.
How to find errors in spreadsheet formulae
7.
How to save and export charts or graphs implemented in spreadsheets
8. How to set up the structure and functionality of integrated spreadsheets that use linked worksheets
9. How to identify cell references for use in formulae
10. How to create and implement templates in spreadsheets
11. How to label charts and graphs
12. The standard file formats for sharing spreadsheets including CSV files
13. The standard problems that can occur with spreadsheets and how to rectify them (including errors in formulae and circular references)

Create formulae and charts in spreadsheets

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Suite IT Users

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