**Level 3 Spreadsheets 3N0542**

The aim of this programme is to provide the learner with the ability to use spreadsheet applications to perform a range of simple calculations in a controlled environment.

A learner who successfully completes this course should be able to:

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| 1. Outline the common features of spreadsheets and their uses. |
| 1. Explain key terminology associated with spreadsheets including workbook, worksheet, cell, tab, formula, filtering, sorting, function and chart. |
| 1. Open existing workbook, access a worksheet, print a hard copy and exit from application. |
| 1. Enter data to worksheet to include formatting rows and columns, apply data format, insert & delete rows, insert & delete columns/worksheets, move information within the worksheet. |
| 1. Use formula to perform simple calculations, including addition, subtraction, multiplication and division. |
| 1. Produce a hard copy from a spreadsheet taking all required steps including creating a workbook, entering data into a worksheet, applying suitable formatting. Preview and print cell range, save workbook and close. |
| 1. Apply appropriate health safety and personal hygiene procedures when working in an ICT environment. |

**Assessment**

Collection of Work 60%

Skills Demonstration 40%