



NZQA 2784 - Computer Spreadsheets (Excel) - Generic Computing

Programme Title:	Generic Computing		
Module Title:	Create and use a simple computer spreadsheet to solve a problem		
Content Provider:	Software Educational Resources Limited (SERL)		
	Version: 5	Level: 2	Credits: 3

Overview

People credited with this unit standard are able to: plan a simple spreadsheet to provide a solution to a problem; produce a simple spreadsheet in accordance with the plan; use the spreadsheet to provide a solution; and evaluate the spreadsheet.

Content Outline

Excel Fundamentals

- Introduction
- Starting and Exiting
- The Excel 2002 Screen
- Toolbars
- The Task Pane

The Workbook

- Opening an Existing Workbook
- Rows, Columns and Cells
- Cell Contents
- Moving Around a Worksheet
- Selecting Cells
- Closing Without Saving

Basic Calculations

- Formulas
- AutoSum
- Arithmetic Operators
- Copying Formulas

Creating a Workbook

- Spreadsheet Layout
- Planning a Spreadsheet
- Workbook Creation and Data Entry
- Editing Cell Entries
- Entering Data
- Saving a New File

Formatting

- Formatting Options
- Borders
- Colour and Patterns
- Alignment
- Merging and Wrapping
- Formatting Numbers

Working with Data

- Incrementing Data
- Column Widths
- Calculation Aids
- Basic Formatting

Printing

- Print Preview
- Page Setup
- Printing Options
- Display Options
- Headers and Footers

Advanced Features

- Inserting and Deleting Rows and Columns
- AutoFormat
- Copying and Moving
- Find, Replace and Sort
- Spelling
- Series
- Format Painter
- Functions

Checking and Help

- Evaluating for Compliance
- Checking Data
- Help

Charts

- About Charts
- Creating Column Charts
- Basic Formatting
- Creating Pie Charts
- Advanced Formatting
- More on Charts
- Moving and Deleting Charts

Assessment / Certification / Qualification

What is Intuto offering?

1. Online test/assessment; theory based only, where % score and number of attempts is recorded.
2. NZQA paper based assessments; candidate and assessor copies – for site implementation, marking and submission to NZQA for moderation.

Suggested Learning Hours

Estimated time for completion of 'NZQA 2784 - Computer Spreadsheets (Excel) - Generic Computing' is thirty (30) hours.