

# Spreadsheet Processing Techniques **City&** (8970) **Guilts**

## Syllabus

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# Essential Level

## Underpinning knowledge and skills

Candidates must be able to demonstrate and have the following knowledge and skills to operate competently at this level.

### **General**

Candidates must be able to plan and organise work so that it can be completed within the time available.

### **Page layout**

Candidates must be able to change page orientation. (All printed spreadsheets will fit on one page of A4 portrait when using a 10 point font.)

### **Prepare system for use**

Be able to:  
switch on/log on to the system and access appropriate software.

### **Create a new spreadsheet**

Be able to:  
prepare a new spreadsheet, enter text, date and build formulae.

### **Save a spreadsheet**

Be able to:  
save a spreadsheet, save a retrieved and amended spreadsheet with a different filename so as to retain the original.

### **Retrieve a spreadsheet**

Be able to retrieve a spreadsheet for amendment.

### **Precedence or order of calculation in arithmetical formulae**

Be able to use parentheses in formulae following the rules of precedence to obtain the required result.

### **Error values**

Be able to recognise error values when an incorrect formula is inserted and when the cell is too narrow to accommodate the number.

### **Operate printers**

Be able to check the status of the printer, eg on-line, out of paper.

### **Close down the system**

Be able to close down the system following correct procedures.

### **Security and legal issues**

Be able to:  
save work frequently, make regular backup copies of work, store backup copies in another location  
Be able to identify the purpose of file protection/encryption techniques when transmitting data.

# Intermediate Level

## Underpinning knowledge and skills

In addition to the knowledge and skills required at the Essential level, candidates must be able to demonstrate and have the following knowledge and skills to operate competently at this level.

### **Page layout**

Candidates at this level must be able to change page settings.

### **File handling**

Be able to:

create sub-directories/folders to organise files, save spreadsheets in other directories/folders, make backup copies of files, locate and retrieve files on other disks in other directories/folders, rename files, delete files which are no longer required.

### **Work with large spreadsheets**

Be able to:

freeze titles, split worksheets, find cells and text.

### **Represent data graphically**

Be able to use appropriate graph or chart for the data given using single data series.

### **Prepare to print spreadsheets**

Be able to use:

print preview facilities to check layout.

Know when to:

replenish paper in a printer, print multiple copies, set print area for later printing.

# Advanced Level

## Underpinning knowledge and skills

In addition to the knowledge and skills required at the Intermediate level, candidates must be able to demonstrate and have the following knowledge and skills to operate competently at this level.

### **Find files**

Be able to use search facilities to find files where the filename is known but the location is not.

### **Use on-line help**

Be able to use on-line help facilities, if required, to find out how to carry out a task.

### **Work with multiple worksheets**

Be able to:  
name, rename and use multiple worksheets; link worksheets; delete pages, page breaks, and worksheets; move and copy worksheets.

### **Using advanced techniques**

Be able to:  
use arrays, use manual and automatic calculation, protect and unlock cells, hide and unhide cells, use password protection, set up customised lists, create macros, templates and toolbars for users, work with macros.

### **Analyse and test data**

Be able to:  
analyse user requirements in the design of a spreadsheet, including designing templates; establish trends and forecasts; use test and validation procedures; use error functions and messages; debug spreadsheet design.

### **Export and import**

Be able to export and import data in different file formats.

### **Print spreadsheets**

Be able to:  
change settings for the paper source where more than one is available; select the correct printer driver for the printer being used; printed selected pages of a multi-page spreadsheet.

## Further information

Further information regarding centre/scheme approval or any aspect of assessment of our qualifications should be referred to the relevant City & Guilds regional/national office:

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