Australian Government

Department of Education, Employment and Workplace Relations

ICAICT105A Operate spreadsheet applications

Release: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

ICAICT105A Operate spreadsheet applications

Modification History

Release	Comments
Release 1	This Unit first released with *ICA11 Information and Communications Technology Training Package version 1.0*

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to operate spreadsheet applications and perform basic operations, including creating and formatting spreadsheet data, incorporating charts and objects, and customising and printing spreadsheets.

Application of the Unit

This unit applies to individuals who perform a range of routine tasks in the workplace using a fundamental knowledge of spreadsheets under direct supervision or with limited responsibility.

The use of spreadsheets for business and mathematical applications is widespread. In some cases, spreadsheets can operate as sophisticated computerised ledgers and enable the collation, manipulation and presentation of complex data.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement but users should confirm requirements with the relevant federal, state or territory authority.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
Elements describe the essential outcomes of a unit of competency.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.*

Elements and Performance Criteria

1. Create spreadsheets	1.1 Open spreadsheet application, create spreadsheet files and enter numbers, text and symbols into cells according to information requirements
	1.2 Enter *simple formulas and functions* using cell referencing where required
	1.3 Correct formulas when error messages occur
	1.4 Use a range of common tools during spreadsheet development
	1.5 Edit columns and rows within the spreadsheet
	1.6 Use the auto-fill function to increment data where required
	1.7 Save spreadsheet to directory or folder
2. Customise basic settings	2.1 Adjust page *layout* to meet user requirements or special needs
	2.2 Open and view different *toolbars*
	2.3 Change *font settings* so that they are appropriate for the purpose of the document
	2.4 Change *alignment* options and line spacing according to spreadsheet *formatting features*
	2.5 *Format* cell to display different styles as required
	2.6 Modify margin sizes to suit the purpose of the spreadsheets
	2.7 View multiple spreadsheets concurrently
3. Format spreadsheet	3.1 Use formatting features as required
	3.2 Copy selected formatting features from another cell in the spreadsheet or from another active spreadsheet
	3.3 Use *formatting tools* as required within the spreadsheet
	3.4 Align information in a selected cell as required
	3.5 Insert headers and footers using formatting features
	3.6 Save spreadsheet in another format
	3.7 Save and close spreadsheet to *storage device*
4. Incorporate object and chart in spreadsheet	4.1 Import an object into an active spreadsheet
	4.2 Manipulate imported *object* by using formatting features
	4.3 Create a chart using selected data in the spreadsheet
	4.4 Display selected data in a different chart
	4.5 Modify chart using formatting features

5. Print spreadsheet	5.1 Preview spreadsheet in print preview mode
	5.2 Select basic printer options
	5.3 Print spreadsheet or selected part of spreadsheet
	5.4 Submit the spreadsheet to *appropriate person* for approval or feedback

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
  - communicate with peers and supervisors
  - seek assistance and expert advice
- literacy skills to:
  - interpret user manuals and help functions
  - read and write basic workplace documents
- numeracy skills to enter simple formulas into spreadsheet
- problem-solving skills to address common operational problems when using spreadsheet applications
- technical skills to:
  - operate a personal computer (PC)
  - use a keyboard to enter text and numerical data.

Required knowledge

- basic technical terminology related to reading help files and prompts
- formatting styles and their effect on formatting, readability and appearance of spreadsheets
- log-in procedures relating to accessing a PC
- purpose, use and function of spreadsheet application.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: • create spreadsheets • customise basic settings • format spreadsheets • create basic formulas • work with objects and charts in spreadsheets • save and print spreadsheets.
Context of and specific resources for assessment	Assessment must ensure access to: • use of PC and printer • use of spreadsheet software currently used in industry • documents detailing organisational style guide and policy • documents or information containing data suitable for creating spreadsheets • appropriate learning and assessment support when required. Where applicable, physical resources should include equipment modified for people with special needs.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • verbal or written questioning to assess candidate's knowledge of spreadsheet operations • direct observation of candidate creating and formatting spreadsheets • review of spreadsheets, including formatting, formulas, objects and images.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, where appropriate. Assessment processes and techniques must be culturally appropriate, and suitable to the communication skill level, language, literacy and numeracy capacity of the candidate and the work being performed. Indigenous people and other people from a non-English speaking

	background may need additional support. In cases where practical assessment is used it should be combined with targeted questioning to assess required knowledge.

Innovation and Business Skills Australia

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Simple formulas and functions may include:	• addition • division • multiplication • subtraction • application of the above to a series of cells.
Tools may include:	• help • search and replace • simple formatting tools • spell check • undo.
Edit may relate to:	• adding • copying • deleting • moving • pasting • selecting.
Data may include:	• symbols added to the document • text added to the document.
Layout may include:	• display modes • orientation • size.
Toolbars may contain:	• buttons • menus • a combination of both.
Font settings may include:	• colour • size • type.
Alignment may refer to:	• centred • justified • left • right.
Formatting features may include:	• bold • hyphenation

	• italics • underline.
Format **may refer to:**	• saving the spreadsheet as another type of document: • comma separated values or text • HTML • XML.
Formatting tools **may include:**	• menu commands within the application: • copy • cut • help • paste • search and replace • spell check • undo.
Storage device **may include:**	• disks: • CD • DVD • blu-ray • external hard drive, such as universal serial bus (USB) flash drive • internal hard drive • web storage area.
Object **may include:**	• items that can be inserted into the spreadsheet, such as: • other documents • pictures • sound.
Appropriate person **may include:**	• authorised business representative • client • supervisor.

Unit Sector(s)

General ICT