



Australian Government

Department of Education, Employment and Workplace Relations

BSBCMN214A Create and use simple spreadsheets

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit covers creating and using simple spreadsheets and charts through the use of spreadsheet software.

This unit is related to BSBCM107A Operate a personal computer and BSBCM108A Develop keyboard skills.

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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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Element	Performance Criteria
1 Use safe work practices	1.1 Workspace, furniture and equipment are adjusted to suit the ergonomic requirements of the user 1.2 Work organisation meets organisational and statutory requirements for computer operation 1.3 Energy and resource conservation techniques are used to minimise wastage in accordance with organisational and statutory requirements
2 Create simple spreadsheets	2.1 Organisational and task requirements in relation to data entry, storage, output and presentation requirements are identified 2.2 Spreadsheet utilises routine software functions and simple formulae to meet identified requirements 2.3 Spreadsheet layout enables efficient data input and presentation 2.4 Spreadsheet is formatted in accordance with organisational style and presentation requirements 2.5 Formulae are tested to confirm output meets task requirements 2.6 Adjustments are made as required 2.7 Supervisor is consulted to confirm final formulae
3 Produce spreadsheets	3.1 Data is entered, checked and amended in accordance with organisational and task requirements 3.2 Data input meets designated timelines and organisational requirements for speed and accuracy 3.3 Manuals, user documentation and on-line help are used to overcome problems with spreadsheet design and production 3.4 Spreadsheet is previewed, adjusted and printed in accordance with organisational and task requirements

- 3.5 Spreadsheet is named and stored, in accordance with organisational requirements and the application exited without data loss/damage
- 4 Produce simple charts
 - 4.1 Organisational and task requirements are determined in relation to the type of chart and chart features to be included
 - 4.2 Choice and design of chart enables valid representation of numerical data and meets organisational and task requirements
 - 4.3 Chart is previewed, adjusted and printed in accordance with organisational and task requirements

Required Skills and Knowledge

Not applicable.

Evidence Guide

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competency for this unit. This is an integral part of the assessment of competency and should be read in conjunction with the Range Statement.

Critical Aspects of Evidence

Integrated demonstration of all elements of competency and their performance criteria

Design appropriate to type and use of spreadsheet

Use of cell-based formulae

Underpinning Knowledge*

* At this level the learner must demonstrate basic operational knowledge in a moderate range of areas.

The relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti-discrimination

Knowledge of the purpose and ranges of uses of spreadsheet's functions

Organisational requirements for ergonomic standards, work periods and breaks, and conservations techniques

Organisational guidelines on spreadsheet manipulation and processing

Format of workplace documents

Underpinning Skills

Computer literacy

Keyboarding skills

Literacy skills in relation to spelling correctly

Numeracy skills in relation to creating and using spreadsheet formulae

Communication skills to interpret instructions

Ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities

Resource Implications

The learner and trainer should have access to appropriate documentation and resources normally used in the workplace

These may include:

workplace reference materials such as style guides

computer equipment with spreadsheet software

English dictionary

Consistency of Performance

In order to achieve consistency of performance, evidence should be collected over a set period of time which is sufficient to include dealings with an appropriate range and variety of situations:

Eg dealing with different office requirements, different types of data, different types of spreadsheets and over a period of time to ensure that situational variables are consistently achieved

Context/s of Assessment

Competency is demonstrated by performance of all stated criteria, including paying particular attention to the critical aspects and the knowledge and skills elaborated in the Evidence Guide, and within the scope as defined by the Range Statement

Assessment must take account of the endorsed assessment guidelines in the Business Services Training Package

Assessment of performance requirements in this unit should be undertaken in an actual workplace or simulated environment

Assessment should reinforce the integration of the key competencies and the Business Services Common Competencies for the particular AQF Level. Refer to the Key Competency Levels at the end of this unit

Key Competency Levels

Collecting, analysing and organising information (Level 1) - to determine the most appropriate spreadsheet format

Communicating ideas and information (Level 1) - through the production of an effective spreadsheet

Planning and organising activities (Level 1) - to determine formulae and input data

Working with teams and others (Level 1) - to determine spreadsheet and printing requirements

Using mathematical ideas and techniques (Level 2) - while using formulae in the spreadsheet

Solving problems (Level 2) - using manuals and on-line help

Using technology (Level 2) - to create and use spreadsheets

Please refer to the Assessment Guidelines for advice on how to use the Key Competencies

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Range Statement

The Range Statement provides advice to interpret the scope and context of this unit of competency, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment. The following variables may be present for this particular unit:

Legislation, codes and national standards relevant to the workplace may include:

- award and enterprise agreements and relevant industrial instruments
- relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti-discrimination
- relevant industry codes of practice

Organisational policy and procedures may include:

- log-on procedures
- password protection
- storage / location of data
- standard formats
- author's instructions
- use of templates

Ergonomic requirements may include:

- workstation height and layout
- chair height, seat and back adjustment
- footrest
- screen position
- keyboard and mouse position
- document holder
- posture
- avoiding radiation from computer screens
- lighting
- noise minimisation

Work organisation may include:

- mix of repetitive and other activities
- rest periods
- exercise breaks

Conservation techniques may include:

- double-sided paper use
- re-used paper for rough drafts (observing confidentiality requirements)
- recycling used and shredded paper
- utilising power-save options for equipment

Routine software functions may include:

- formatting text
- formatting cells
- adding/deleting columns/rows
- sizing columns/rows
- headers/footers

Simple formulae may include:

- maximum
- minimum

average

sum

subtraction

multiplication

division

combinations of above

Formatting may include:

enhancements to text

enhancements to format - borders, patterns and colours

alignment on page

headers/footers

use of absolute and relative cell addresses

efficiency of formulae

use of cell addresses in formulae

Data may include:

numbers

text

Checking may include:

proofreading

accuracy of data

spelling, electronically and manually

accuracy of formulae with calculator

ensuring instructions with regard to content and format have been followed

Designated timelines may include:

timeline agreed with supervisor/person requiring spreadsheet

timeline agreed with internal/external client

organisation timeline eg financial requirements

Printing may include:

with values

with formulae

to fit specific number of pages

to fit on one page

Storage of data may include:

storage in electronic folders / sub-folders

storage on hard/floppy disk drives, CD ROM, tape backup

organisation policy for backing up files

organisation policy for filing hard copies of spreadsheets

filing locations

security

authorised access

Chart types may include:

column

stacked, 3-D column

bar

stacked / multiple bar

line

pie and 3-D pie

exploded pie

scatter / bubble

area

Chart features may include:

data labels

axis title

chart title

legend

gridlines

axes

data tables

colours

patterns

lines

fills

borders

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line
pie and 3-D pie
exploded pie
scatter / bubble
area

Chart features may include:

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axis title
chart title
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gridlines
axes
data tables
colours
patterns
lines
fills
borders

Unit Sector(s)

Not applicable.