



Australian Government

ICTICT105 Operate spreadsheet applications

Release: 1

ICTICT105 Operate spreadsheet applications

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to use spreadsheet applications, including creating spreadsheets, formatting data, incorporating charts and objects, and printing spreadsheets.

It 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.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

General ICT

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Create spreadsheets	1.1 Open the 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 when 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

ELEMENT	PERFORMANCE CRITERIA
	1.6 Use the auto-fill function to increment data where required 1.7 Save the spreadsheet to a folder on a storage device
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 they are appropriate for the document purpose 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 as another file type 3.7 Save to storage device and close spreadsheet
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

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 2.1	- Interprets and comprehends symbolic, textual and numerical information and data - Identifies data specifically needed for the spreadsheet from information received
Writing	1.1, 1.2, 1.5, 3.5, 4.5	- Enters both written and verbally received information and data into a format suitable for spreadsheet analysis - Selects vocabulary, terminology and naming conventions suitable for the spreadsheet
Oral Communication	1.1, 2.1, 5.4	Uses simple and relevant language with listening and questioning skills to confirm user requirements and elicit feedback
Numeracy	1.2, 4.3, 4.4	- Adds, subtracts, multiplies and divides whole numbers and decimals, identifying and selecting the correct formulas and functions to use - Applies the order of operations in calculations - Identifies and comprehends the specific numeric data needed to create charts
Interact with others	5.4	Begins to use some routine forms of written communication relevant to immediate work role, with a limited awareness of requirements and expectations
Get the work done	1.1-1.7, 2.1-2.7, 3.1-3.7, 4.1-4.5, 5.1-5.3	- Plans routine tasks with familiar goals and outcomes, taking limited responsibility for decisions regarding sequencing - Understands the purpose and specific functions of common digital tools used in work contexts - Takes responsibility for routine low-impact decisions within familiar situations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTICT105 Operate spreadsheet applications	ICAICT105A Operate spreadsheet applications	Updated to meet Standards for Training Packages. Minor edits to clarify intent of performance criteria.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>

Assessment Requirements for ICTICT105 Operate spreadsheet applications

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Performance Evidence

Evidence of the ability to:

- create spreadsheets
- customise basic settings
- format spreadsheets
- create basic formulas
- insert objects and charts in spreadsheets
- save and print spreadsheets.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- list basic technical terminology related to reading help files and prompts
- explain the effect of formatting and appearance on the readability and usability of spreadsheets
- outline log-in procedures relating to accessing a personal computer (PC)
- describe the purpose, use and function of spreadsheet applications.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the general information and communications technology (ICT) industry, and include access to:

- a personal computer (PC) and printer
- spreadsheet software currently used in industry

- documents detailing organisational style guide and policy
- documents or information containing data suitable for creating spreadsheets.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>