

Alignment matrix of unit standard 258876

Work with spreadsheets

Please note: The page numbers correspond to the learner study guide and portfolio of evidence. Only the first page number is given.

Assessment methods

Formative - Foundational and practical: Individual and small group verbal and written exercises; questioning and answering sessions; learner to discuss and explain aspects of spreadsheets included in this programme; skills practices; demonstrations; examples;

Summative - Reflexive: Individual written exercises; job-related assignments; skills practices and job applications;

Alignment matrix 258876 - Details of specific outcome and assessment criteria	Page in learner study guide	Formative assessment	Summative assessment
SPECIFIC OUTCOME 1 - Import and export text files.			
1. Data is imported from an external text file to a spreadsheet. RANGE - External text file includes but not limited to delimited text file (.txt), Comma separated values text file (.csv).			
2. Data is converted according to user requirements. RANGE - Conversion includes but not limited to convert text to numbers, convert text to dates.			
3. Data is exported to a text file from a spreadsheet. RANGE - Text files include but not limited to at least two (2) of Formatted text (.prn), Text (.txt), Comma separated values (.csv), Data Interchange Format (.dif), Symbolic Link (.slk).			
SPECIFIC OUTCOME 2 - Consolidate and link data within spreadsheets.			
1. The uses of formulae are analysed to determine their impact on linking and consolidating spreadsheets.			
2. Data from a single worksheet is replicated across multiple worksheets and spreadsheets.			
3. Data from multiple spreadsheets is consolidated and linked using a SUM function into one (1) worksheet.			

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SPECIFIC OUTCOME 3 - Apply filters and use forms in a spreadsheet.			
1. Single/simple filter criteria is applied to data in a spreadsheet. RANGE - Filter criteria include but not limited to at least two (2) of Filter for smallest or largest number, Filter for blank or nonblank cells, Filter by specific text.			
2. Complex filter criteria is applied to data in a spreadsheet. RANGE - Filter criteria include but not limited to at least two (2) of: • One (1) condition in two (2) or more columns, One (1) condition in one (1) or more columns, One (1) of two (2) sets of conditions for two (2) columns.			
3. Filters are removed to deselect the filtered information.			
4. The use of forms on a spreadsheet is analysed in terms of their role in the presentation of information.			
5. A data form is created to capture data.			
6. New records are added, edited and deleted in order to up-date the spreadsheet for data currency.			
7. A filtered list is sorted in order to organise and access information.			
8. A filtered list is printed to provide records of a query.			
SPECIFIC OUTCOME 4 - Create and use macros.			
1. The use of macros on a spreadsheet is analysed in terms of their role in the presentation of information.			
2. Macros are created, edited and run in accordance with user requirements.			
3. Macros are used to automate repetitive tasks in order to facilitate data capturing.			
4. Macros are created to set required filters in order to locate records.			
5. Macros are assigned to toolbar buttons to facilitate ease of access to information.			

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6. Macros are deleted in accordance with user requirements.			
SPECIFIC OUTCOME 5 - Combine and compare large sets of data in a spreadsheet.			
1. A report is created by using the application's data analysis tools to combine and compare large sets of data.			
2. Detail in a report is shown and/or hidden to focus attention on specific information required.			
3. Totals in a report are shown to facilitate summary analysis. RANGE - Totals include but are not limited to subtotals for individual items, grand totals for entire report.			
4. Data in a report is updated to reflect changing user requirements.			
5. Items in a report are grouped and ungrouped in accordance with user requirements. RANGE - Grouped or ungrouped include but are not limited to Numeric items, Date or Time items.			
6. Formatting in a report is changed in accordance with audience and user requirements. RANGE - Formatting include but are not limited to Decimal, Currency, Display blank row after items, Display of blank cells, Autoformat.			
7. The layout of a report is edited in order to reflect the required information in a given situation. RANGE - Layout includes but is not limited to: Change layout on worksheet; Add/Remove a field on a worksheet			
8. A chart is created from report data for graphic representation of information.			
9. A report is printed and deleted in accordance with organisation specific requirements.			
Unit standard essential embedded knowledge	-----	-----	-----
• Policies, procedures and requirements of the organisations.			
• Ethical codes of relevant professional bodies.			
• Relevant legislative and/or regulatory requirements.			

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• Nature of electronic information.			
• What are Import and export text files, Consolidate and link data, Apply filters and use forms, Create and use macros, Combine and compare large sets of data.			
• Preserving documents.			
• Locations and functions of menu items.			
• Implications of application and formatting settings.			
• Relevant application packages.			
• Performance of all elements is to be carried out in accordance with organisation standards and procedures, unless otherwise stated. Organisation standards and procedures may cover: quality assurance, documentation, security, communication, health and safety, and personal behaviour.			
• Performance of all elements complies with the laws of South Africa, especially with regard to copyright, privacy, health and safety, and consumer rights.			
• Performance of all elements is to be completed within the normal range of time and cost that would be expected in a professional environment (e.g. In a commercial or government organisation).			
Critical Cross-field Outcomes (CCFO):	-----	-----	-----
IDENTIFYING - Identifying and solving problems in which responses display that responsible decisions using critical and creative thinking when data is converted according to user requirements.			
WORKING - Working effectively with others as a member of a team, group, organisation, and community during the use of forms when analysing a spreadsheet in terms of its role in the presentation of information.			
ORGANISING - Organising and managing oneself and one's activities responsibly and effectively when a filtered list is sorted in order to organise and access information.			
COLLECTING - Collecting, analysing, organising and critically evaluating information when analysing a spreadsheet in terms of its role in the presentation of information.			
COMMUNICATING – Communicating effectively using visual, mathematical and/or language skills in the modes of oral and/or written persuasion when a report is created by using the application's data analysis tools to combine and compare large sets of data.			

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SCIENCE - Using science and technology effectively and critically, showing responsibility towards the environment and health of others when the uses of formulae are analysed to determine their impact on linking and consolidating spreadsheets.			
DEMONSTRATING - Demonstrating an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation when combining and comparing large sets of data in a spreadsheet.			

Breakdown of notional hours

Learning unit	Contact session 30%		Experiential learning and assessments 70%			Total
	Theory	Practical	Job-related exercises	Assessment preparation	Assessments	
Learning unit	Hours	Hours	Hours	Hours	Hours	Hours
1	2	3	4	2	4	15
2	2	3	4	2	4	15
Totals	4	6	8	4	8	30