

Unit ID: 120	
Domain Title: OFFICE ADMINISTRATION Operate the advanced functions of a spreadsheet application as part of office procedures	
Level: 3	Credits: 6

Purpose

This unit standard specifies the competencies required to operate the advanced functions of a spreadsheet application as part of office procedures. It includes creating spreadsheets, customising basic settings, formatting spreadsheets, incorporating objects and charts in a spreadsheet and printing a spreadsheet. This unit standard is intended for people working in an office environment.

Special Notes

1. Entry information
Prerequisite:
 - Unit 90 - *Follow workplace safety procedures in an office environment or demonstrated equivalent knowledge and skills.*
2. Assessment evidence may be collected from a real workplace or a simulated real workplace or an appropriate simulated realistic environment in which office administration operations are carried out.
3. Computing hardware may include but is not limited to computers, printers, and storage devices.
4. Computing software refers to spreadsheet applications.
5. Performance of all elements in this unit standard must comply with all relevant workplace requirements and /or manufacturer's specifications.
6. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act, No. 6, 1992
 - Occupational Health and Safety Regulations No. 18, 1997 and all subsequent amendments.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national

assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Create spreadsheets

Range

Application tools may include but are not limited to help, search and replace, spell check, undo and format.

Performance Criteria

- 1.1 Spreadsheet application is opened and file is created or opened by entering numbers, text and symbols into cells in line with job requirements.
- 1.2 Simple formulas are entered, using cell referencing in line with job requirements.
- 1.3 Common application tools are used in line with job requirements and instructions in relevant software manual.
- 1.4 Columns and rows are edited in line with job requirements.
- 1.5 Autofill function is utilized to increment data in line with job requirements.
- 1.6 Spreadsheet is saved to correct directory or folder in line with workplace procedures.
- 1.7 Occupational health and safety requirements are followed in line with workplace safety plans and policies.

Element 2: Customise basic settings in spreadsheets

Range

Page layout may include but is not limited to display modes, orientation and size.

Toolbars may include but are not limited to buttons, menus or a combination of both.

Font settings include font, size and colour.

Alignment refers to left, centred, right or justified.

Performance Criteria

- 2.1 Page layout is adjusted to meet user requirements or special needs.

- 2.2 Different toolbars are opened and viewed in line with job requirements.
- 2.3 Font settings are changed in line with job requirements.
- 2.4 Alignment options are changed in line with job requirements.
- 2.5 Cell is formatted to display different styles in line with job requirements.
- 2.6 Margin sizes are modified in line with job requirements.
- 2.7 Multiple spreadsheets are viewed concurrently in line with job requirements.

Element 3: Format spreadsheet

Range

Formatting features may include but are not limited to the following menu commands within the application: help, search and replace, spell check, undo, cut, copy, paste.

Disk may include but are not limited to floppy disks, CDs (compact discs), CD-RW (Compact Discs-Read Write), DVD RW (Digital Versatile Disc – Read Write), zip disks, solid state hard drives.

Performance Criteria

- 3.1 Formatting features are used as required in line with job requirements.
- 3.2 Selected formatting features are copied from another cell in the spreadsheet or from another active spreadsheet in line with job requirements.
- 3.3 Formatting tools are used as required within the spreadsheet in line with job requirements.
- 3.4 Information is aligned in a selected cell in line with job requirements.
- 3.5 Headers and footers are inserted in appropriate format in line with job requirements.
- 3.6 Spreadsheet is saved in appropriate format in line with job requirements.
- 3.7 Spreadsheet is saved and closed to disk in line with workplace procedures.

Element 4: Incorporate object and chart in spreadsheet

Range

Objects may include but are not limited to other documents, graphics, pictures and sound.

Performance Criteria

- 4.1 Object is imported into an active spreadsheet in line with job requirements.
- 4.2 Imported object is manipulated by using formatting features in line with job requirements.
- 4.3 Chart is created by using selected data in the spreadsheet in line with job requirements.
- 4.4 Selected data is displayed in a different chart in line with job requirements.
- 4.5 Chart is modified, using formatting features in line with job requirements.

Element 5: Print spreadsheet in print preview mode

Range

Appropriate person may refer to supervisor, authorised business representative or client.

Performance Criteria

- 5.1 Printer options are selected in line with job requirements.
- 5.2 Spreadsheet or selected part of spreadsheet is printed in line with job requirements.
- 5.3 Spreadsheet is submitted to the appropriate person for approval or feedback in line with workplace procedures.

Registration Data

Subfield:	Business Services
Date first registered:	28 September 2006
Date this version registered:	28 September 2006
Anticipated review:	2011
Body responsible for review:	Namibia Training Authority