

<b>Title</b>	<b>Create a computer spreadsheet to provide a solution for organisation use</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	People credited with this unit standard are able to: plan and create a spreadsheet to provide a solution for organisation use; and create end-user documentation for the spreadsheet.
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<b>Classification</b>	Computing > Generic Computing
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<b>Available grade</b>	Achieved
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<b>Entry information</b>	
<b>Recommended skills and knowledge</b>	Unit 2784, <i>Create and use a computer spreadsheet to solve a problem</i> , or demonstrate equivalent knowledge and skills.

### Explanatory notes

- Candidates are required to design and produce a spreadsheet that is suitable for an organisation to use within its everyday business. The spreadsheet can be created as part of a candidate's work or in response to a scenario provided to, or created by, the candidate. More than one active spreadsheet must be produced for the purposes of this assessment (two or more spreadsheets or one spreadsheet containing two or more worksheets, which solve at least two different problems), and each of these must contain macros. Each spreadsheet must also be graphed. At least two macros and two graphs are required to achieve the standard.
- A *plan* outlines a list of steps of how the requirements of the spreadsheet will be realised. The plan must include the specifications and/or features required by the spreadsheet to provide the solution. The plan may be modified during the task and changes justified. Evidence of planning may be oral, written, and/or graphic. Depending on the assessment context, the plan will include a list of steps and key milestone outcomes, and may include:  
how resources such as time, expertise and materials (and finance, if appropriate) will be used to achieve the outcomes of each milestone;  
how consultation with stakeholders will be carried out to ensure that all constraints and requirements are met.
- Definitions  
*Organisation* describes the context the spreadsheet is designed to operate in (e.g. businesses, clubs, not-for-profit organisations). It does not define or limit the situations in which assessment evidence may be gathered.

A *simple end-user document* includes a short description of the purpose of the spreadsheet, how to access the spreadsheet template(s), and instructions for the spreadsheet's use including macro commands. The end-user document must use consistent font and layout, be legible, and should either avoid the use of undefined jargon or acronyms, or provide a glossary for these. The document must be saved in a format that is accessible to users.

- 4 Legislation relevant to this unit standard includes but is not limited to the:  
Copyright Act 1994;  
Copyright (New Technologies) Amendment Act 2008;  
Health and Safety in Employment Act 1992;  
and any subsequent amendments.
- 5 An assessment resource to support computing unit standards (levels 1 to 4) can be found on the NZQA website at [www.nzqa.govt.nz/asm](http://www.nzqa.govt.nz/asm).  
A specific clarification for assessing against unit standard 2785; and '*The Computing Process - a clarification document*' can be found on the NZQA website.

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## Outcomes and evidence requirements

### Outcome 1

Plan a computer spreadsheet to provide a solution for organisation use.

Range includes more than one active spreadsheet.

### Evidence requirements

- 1.1 The plan identifies the requirements of the spreadsheet in terms of its purpose and target users.
- 1.2 The plan outlines the specifications and requirements, including constraints and/or features to be met by the spreadsheet for it to provide a solution.

Range includes but is not limited to – macro commands;  
formatting – spreadsheet and graphs.

### Outcome 2

Create the computer spreadsheet.

Range includes more than one active spreadsheet.

### Evidence requirements

- 2.1 Data is entered and is formatted to produce the spreadsheet required by the plan.

Range formatting may include but is not limited to – column width,  
alignment, text, number formats.

- 2.2 Spreadsheet cell formulae, functions and processes are entered to produce the spreadsheet required by the plan.
- Range includes but is not limited to – time and/or date calculations; sorting; absolute cell referencing; a minimum of two of statistical, financial, and logical functions.
- 2.3 Macro commands are created, tested and documented according to the requirements of the plan.
- 2.4 A spreadsheet template is created, named and saved in format that will allow the spreadsheet to be retrieved and modified.
- 2.5 Cell ranges within the spreadsheets are graphed according to the requirements of the plan.
- 2.6 Data integrity practices are demonstrated by comparing original information sources, audited formulae and checking totals for accuracy.
- 2.7 The spreadsheet is printed in hard copy and checked for appropriate formatting, readability, legibility, and presentation, and any required improvements are made.
- 2.8 The final spreadsheet is confirmed as being fit for purpose in terms of meeting the purpose and requirements of the organisation as outlined in the plan.

### Outcome 3

Create end-user documentation for the spreadsheet.

### Evidence requirements

- 3.1 A simple end-user document is created to facilitate use of the spreadsheet.

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<b>Planned review date</b>	31 December 2016
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	30 September 1994	31 December 2013
Review	2	24 September 1997	31 December 2013
Revision	3	28 July 1998	31 December 2013
Review	4	30 July 2002	31 December 2013
Revision	5	16 July 2004	31 December 2013
Review	6	22 May 2009	31 December 2013
Revision	7	18 February 2011	31 December 2015
Rollover and Revision	8	19 September 2013	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0226
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Please note**

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

**Comments on this unit standard**

Please contact NZQA National Qualifications Services [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.