

IT in Business – Spreadsheets

HIGHER NATIONAL DIPLOMA

商务信息技术：电子制表

【英】苏格兰学历管理委员会 (SQA)

Unit Student Guide

BUSINESS

DE1M 34



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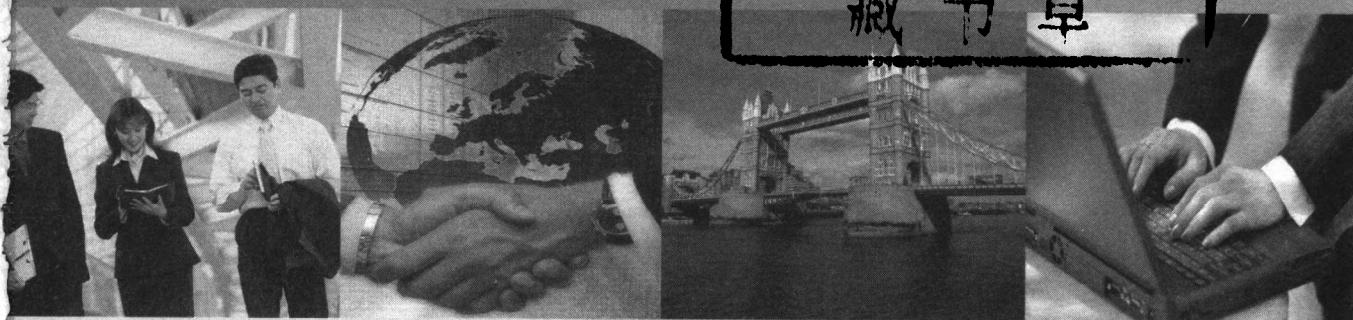
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Unit 1 Student Guide

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1

Introduction to the unit

1.1

What this unit is about

This unit introduces features and functions of a spreadsheet for practical and effective use in an office environment. It is relevant to candidates wishing to develop their knowledge of spreadsheets.

1.2

Outcomes

On completion of the unit you should be able to:

1. Design, create and use spreadsheets to provide solutions to business problems.
2. Present and use the results of spreadsheets in graphical form.
3. Use spreadsheet statistical functions to provide solutions to business problems.

1.3**Unit structure**

This Unit contains the following study sections:

Section number and title	Approx. study time
1. Getting started	15 hours
2. More on formatting and customising screen elements	3 hours
3. Consolidation of worksheets	3 hours
4. Using named ranges, comments and security measures	3 hours
5. Charts	6 hours
6. Statistical analysis	10 hours

1.4**How to use these learning materials**

The learning materials are designed to lead you through a series of activities, which will allow you to consolidate your learning and check on your own progress.

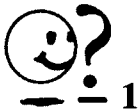
Self-assessed questions (SAQs) and activities are designed to be checked by you. The tutor assignment will be marked by your tutor.

1.5**Symbols used in this unit**

These learning materials allow you to work on your own with tutor support. As you work through the course, you'll encounter a series of symbols which indicate that something follows which you're expected to do. You'll notice that as you work through the study

sections you will be asked to undertake a series of self-assessed questions (SAQs), activities and tutor assignments (TAs). An explanation of the symbols used to identify these is given below.

Self-assessed question



This symbol is used to indicate a Self-Assessed Question (SAQ). Most commonly, SAQs are used to check your understanding of the material that has already been covered in the sections.

This type of assessment is self contained; everything is provided within the section to enable you to check your understanding of the materials.

The process is simple:

- you are set SAQs throughout the study section
- you respond to these, either by writing in the space provided in the assessment itself, or in your notebook
- on completion of the SAQ, you turn to the back of the section to compare the model SAQ answers to your own

- if you're not satisfied after checking out your responses, turn to the appropriate part of the study section and go over the topic again.

Remember — the answers to SAQs are contained within the study materials. You are not expected to 'guess' at these answers.

Activity



This symbol indicates an activity which is normally a task you'll be asked to do which should improve or consolidate your understanding of the subject in general or a particular feature of it.

The suggested responses to activities will follow directly after each activity.

Remember that the SAQs and activities contained within your package are intended to allow you to check your understanding and monitor your own progress throughout the course. It goes without saying that the answers to these should only be checked out after the SAQ or activity has been completed. If you refer to these answers before completing the activities, you can't expect to get maximum benefit from your course.

Tutor assignment formative assessment

Tutor assignment



This symbol means that a tutor assignment (TA) is to follow. These will be found at the end of each study section. The aim of the TA is to cover and/or incorporate the main topics of the section and prepare you for unit (summative) outcome assessment.

2

Other resources required

The candidate will require access to a PC and Microsoft Office XP. The candidate should also have a copy of a disk containing the relevant files.

3

Assessment information

3.1

How you will be assessed

The assessment should be undertaken using open book controlled conditions.

Assessment for Outcome 1 could be by way of a case study where a business problem has to be analysed and a possible solution provided.

Candidates could be presented with a questionnaire from which the results have been collated. The candidate may then be required to perform a range of calculations based on the data provided.

If Outcomes 1 and 2 are assessed holistically, candidates may use worksheet(s) created in Outcome 1 as the basis for evidence in Outcome 2. If Outcome 2 is assessed separately the candidate should be provided with information of a similar size and format to that of Outcome 1.

Outcomes 1, 2 and 3 may be assessed holistically. In this case candidates may use the spreadsheet created in Outcome 1 as the basis for the evidence required in Outcome 3. If Outcome 3 is assessed separately, prepared files will be given to the candidate to

complete the calculations.

3.2

When and
where you will
be assessed

Assessment will take place at the discretion of the centre.

3.3

What you have
to achieve

In order to achieve this unit you must successfully meet the standards as laid down by the HN Unit Specification for Unit Number DE1M 34.

Candidates have to acquire the skills and knowledge to design a spreadsheet to solve a business problem. Specifically:

- Outcome 1 concentrating on the design and creation of two spreadsheets and their consolidation of the information into a third spreadsheet.
- Outcome 2 preparing graphical presentation of data.
- Outcome 3 preparing statistical analysis of data to provide solutions to business problems in a graphical form.