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| Title | **Prepare spreadsheets** | | |
| Level | **2** | **Credits** | **15** |

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| Purpose | This basic module intends to provide knowledge and skills on preparation of spreadsheets. It also deals with basic interface, tools/menu management, safety aspects, and spreadsheet application software handling techniques. |

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| Classification ISCED | 0611 Computer use |

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| Available grade | Competent / Not yet competent |

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| Modification history | N/A |

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| **Competency Unit** | | **Performance Criteria** | **Knowledge and Understanding** |
| **C1:**  **Create Workbook** | | **The student will be able to:**  P1-Learn about the excel spreadsheet application software.  P2-Create a workbook on spreadsheet applications in the Excel software.  P3-Demonstrate the procedure to create workbook-using spreadsheet. | K1- Know about the excel spreadsheet application software.  K2- Brief how to create a workbook on spreadsheet applications in the Excel software. |
|  |  | **The student will be able to:**  P1-Insert sheet in the Excel file.  P2-Demonstrate how to insert Sheet in the Excel file, as per given instructions. | K1- Understand how to insert sheet in the Excel file. K2- Explain how to insert Sheet in the Excel file |
| **C2:**  **Insert Sheet** | |
| **C3:**  **Apply basic formulae / functions** | | **The student will be able to:**  P1-Apply different basic formulae by using the options available in the spreadsheets of an excel file like sum, auto sum, division, multiplication or subtraction of one | K1- Learn some functions like Average, If, Sum, Count Max, Hyperlink, Date, VLookup, LOOKUP, Traspose etc. |

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|  | column with other and get the output in the third column etc.  P2-Differentiate between formula and functions available in the excel software toolbar as ***(ɟx)*** and by using is equal symbol with sum and brackets different options available.  P3-Perform some functions like Average, If, Sum, Count Max, Hyperlink, Date, VLookup, LOOKUP, Traspose etc. | K2- Helps adding, evaluating and doing function as required, saves a lot of time and make expected result accurate. |
| **C4:**  **Create Charts / Graphs** | **The student will be able to:**  P1-Demonstrate, understand and define charts/graphs and their use in the excel sheets with examples.  P2-Create different kinds of charts like, charts, graphs pie chart, bar chart, giant chart, line graph, scattered chart, area chart etc.  P3-Perform how to set a default chart in the file. P4-Assign a suitable name to the chart.  P5-Add values and labels in the chart. P6-Convert a chart into another form.  P7-Demonstrate the procedure of creating different | K1- Describe how to show numbers in charts, graphs pie chart, bar chart, giant chart, line graph, scattered chart, area chart etc. |

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|  | charts/graphs.  P8-By selecting type of chart, color of chart area and way to present the same with labels and values etc.  P9-Demonstrate editing in the different components of charts areas. |  |
| **C5:**  **Filter Data** | **The student will be able to:**  P1-Demonstrate the procedure of filtering data by making some different fields and preferences on the same sheet as well as on some other sheets.  P2-Perform data sorting from A-Z and also from Z-A.  P3-Perform some basic functions on the filter and some advance options like skipping the lower values or date wise etc. | K1-Differentiate filter and sort of data from different aspects. |
| **C6:**  **Format Cell** | **The student will be able to:**  P1-Demonstrate the features of Format Cell available in the toolbar and the dialog box. For example make sure that student have understand the purpose of formatting cells as width, height, Auto fit, delete, insert etc. | K1- Explain the purpose of formatting cells as width, height, Auto fit, delete, insert etc.  K2- Elaborate the features of format cell available in the toolbar and the dialog box. |

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|  | P2-Demonstrate the procedure to format different cells in different manners like merger of cells and deletion of cells or conditional formatting etc. |  |
| **C7:**  **Edit Worksheet** | **The student will be able to:**  P1-Demonstrate the procedure to edit worksheet with different requirements like size of cells, colors, shades and lines etc.  P2-Describe the precautions to be taken while editing a spreadsheet worksheet also some basic functions like Wrap Text, font boarder, fill protection etc.  P3-Execute the concept of editing worksheet to this extent that they can demonstrate the same at any point of view. | K1- Describe the precautions to be taken while editing a spreadsheet worksheet also some basic functions like Wrap Text, font boarder, fill protection etc.  K2- Understand the concept of editing worksheet to this extent that they can demonstrate the same at any point of view. |
| **C8:**  **Insert Page break** | **The student will be able to:**  P1-Execute the procedure of inserting page break in a excel file according to the given design.  P2-Demonstrate the procedure of inserting page break in a excel file according to the given design. | K1- Understand the procedure of inserting page break in a excel file according to the given design.  K2- Differentiate between section break and page break and their purpose and utility. |

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| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **C9:**  **Split Cells** | **The student will be able to:**  P1-Learn to split cells in the worksheet.  P2-Perform the process of split cells by demonstrating various steps in an excel sheet. | K1- Know how to split cells in the worksheet.  K2- Explain an easy way out not to mix different values. Used to make the data accurate. |
| **C10:**  **Merge Cells** | **The student will be able to:**  P1-Perform the procedure for splitting cells in the excel file independently, as per requirements.  P2-Show two values in one cell. | K1- Know the procedure for splitting cells in the excel file independently, as per requirements. |