



An tSeirbhís Oideachais Leanúnaigh agus Scileanna  
Further Education and Training Authority

## ***Module Descriptor*** **Spreadsheets**

**Award Type: Minor**  
**Award Level: 3**  
**Award Code: 3N0542**  
**Assessment Code: 3N0542-019**  
**Validation date: 14<sup>th</sup> July 2011**

**Revision 3.0**

## Module Descriptor

**Purpose:** The purpose of this module is to equip the learner with the knowledge, skill and competence to perform some basic functions of a spreadsheet application in a supervised office environment.

**Module Duration:** The learning effort required from a typical learner to successfully achieve the stated learning outcomes for the module is one hundred hours.

**Learning Outcomes:** By the end of this module, the learner will be able to:

1. Describe the common uses and features of a spreadsheet application
2. Explain basic terminology associated with spreadsheet use
3. Open an existing workbook, print a hardcopy of a worksheet and exit the application
4. Create a new workbook and save to a specified location
5. Enter data into a spreadsheet and apply basic formatting
6. Insert and delete rows, columns and worksheets
7. Create formulae to perform simple calculations
8. Use the Sum and Average functions to perform simple calculations
9. Demonstrate the application of safety awareness, personal hygiene and quality awareness in an ICT environment

## Key Learning Points

### Learning Outcome 1:

Describe the common uses and features of a spreadsheet application

#### Key Learning Points

- Common uses of spreadsheets
- Main features of spreadsheets

### Learning Outcome 2:

Explain basic terminology associated with spreadsheet use

#### Key Learning Points

- Basic terms associated with spreadsheets to include workbook, worksheet, row, column, cell, tab, formula, filtering, sorting, function and chart

### Learning Outcome 3:

Open an existing workbook, print a hardcopy of a worksheet and exit the application

#### Key Learning Points

- Opening an existing workbook
- Accessing a specific worksheet
- Printing a worksheet
- Exiting a workbook

### Learning Outcome 4:

Create a new workbook and save to a specified location

#### Key Learning Points

- Creating a new workbook
- Saving to a specified location

### Learning Outcome 5:

Enter data into a spreadsheet and apply basic formatting

#### Key Learning Points

- Entering data into a spreadsheet
- Applying basic text formatting of Bold, Italics, Underline, Font and Font size
- Applying basic number formatting to include currency, date and time
- Applying alignment formatting within cells

### Learning Outcome 6:

Insert and delete rows, columns and worksheets

#### Key Learning Points

- Inserting rows, columns and worksheets

- Deleting rows, columns and worksheets
- Deleting information within rows and columns
- Resizing rows and columns
- Naming a worksheet

**Learning Outcome 7:**

Create formulae to perform simple calculations

**Key Learning Points**

- Creating basic formulae
- Basic mathematical operators (addition, subtraction, multiplication and division signs)

**Learning Outcome 8:**

Use the Sum and Average functions to perform simple calculations

**Key Learning Points**

- Using the Sum function
- Using the Average function
- Using the fill function

**Learning Outcome 9:**

Demonstrate the application of safety awareness, personal hygiene and quality awareness in an ICT environment

**Key Learning Points**

- Knowledge of vocational language
- Listening and responding to spoken language
- Applying appropriate health and safety procedures
- Applying personal hygiene procedures
- Reflecting on own strengths and weaknesses
- Identifying areas for improvement

## Assessment Specification

<b>Award Title</b>	<b>Spreadsheets</b>
<b>Award Type</b>	<b>Minor</b>
<b>Assessment Code</b>	<b>3N0542-019</b>
<b>Credit Value</b>	<b>10</b>
<b>Award Code</b>	<b>3N0542</b>

<b>Assessment Type</b>	<b>Assessment Details</b>	<b>Weighting</b>	<b>Stage at which assessment takes place</b>
PO	E1: Spreadsheets Common Uses and Features – 10% E2: Spreadsheet Key Terminology – 20% E3: Enter, Format and Edit Information – 30%	60%	As topic covered in class over the course of the module
SD	Perform Simple Calculations and Basic Functions	40%	End of Module

PO = Portfolio

SD = Skills Demonstration

## Suggested Learning Methodologies

- Skills Demonstrations
- Discussion Groups
- Videos/DVDs
- Practical Guidance
- Simulated work environment
- Note taking
- Exercises
- Activities
- Learning Diary

## Specific Module Requirements

Computers with a Spreadsheets application installed  
Access to printer

## Suggested Learning Resources

### A range of textbooks and websites dealing with spreadsheets

- *Excel 2007 for Dummies* by Greg Harvey ISBN-13: 978-0470037379
- *Basic Spreadsheets For Schools* by P.M. Heathcote ISBN-13: 978-1903112021
- *Tutorial for Open Office Calc:*  
[http://www.tutorialsforopenoffice.org/category\\_index/spreadsheet.html](http://www.tutorialsforopenoffice.org/category_index/spreadsheet.html)
- *Introduction to Excel Spreadsheets* by James Gatenby ISBN-13: 9780859347013
- *Spreadsheet Instruction Manual for MS Excel 2003* (available on Moodle <http://www.ecollege.ie/site/home.html>)
- <http://office.microsoft.com/en-us/training/CR061831141033.aspx> useful guidelines on getting started with Microsoft Excel, also some quiz questions on Excel
- <http://spreadsheets.about.com/> information on spreadsheets and very useful tutorials on how to use spreadsheets

### Generic Skills: Literacy and Numeracy

The learners will keep and maintain a **Learning Diary** throughout the course in order to record and file any useful and relevant information on spreadsheet applications.

At the end of every week, the learners will complete a short **Weekly Reflective Sheet** in order to reflect on their learning and progress during that week. This Weekly Reflective Sheet will assist the learners to develop their generic skills of literacy, numeracy, communications and quality awareness and will give learners an opportunity to develop their writing skills.

The learners will create a **Personal Dictionary** of new words, key words and terms relating to spreadsheet applications. This Dictionary will be updated each week and kept in the Learning Diary.

The learners, as a group, will add words and terms to a **Key Word and Terminology Bank** in the classroom, relating to spreadsheet applications. The learners will find words listed in text books, class notes, manufacturers' product information and websites.

Learners will complete a **Word Search** and a **Spreadsheet Quiz**.

Learners will include in their Learning Diary all the exercises, activities, and notes.

### **Generic Skill: Numeracy**

Learners will practice **Basic Calculations** in a number of activities, identifying and using formulae to carry out basic calculations.

Learners will practice using the numeric keypad to input numbers into a spreadsheet.

All notes and information will be kept in the Learning Diary.

### **Generic Skill: Teamwork and Communications**

Learners will discuss the importance of teamwork with the instructor using the **Teamwork Guide**.

Learners will take part in a teamwork exercise designing and planning a project which will incorporate group discussion.

### **Practical:**

Learners will practise **Formatting** activities until the instructor is satisfied that a required standard is reached.

**Recommended by:** \_\_\_\_\_  
Manager Training Policy Development and Support

**Approved by:** \_\_\_\_\_  
Director Training Policy Development and Support