

Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets

Summative Assessment

Unit Standard ID	116937
NQF Level	2
Credits	4
Qualification Title	National Certificate: Information Technology: End User Computing

CONTACT INFORMATION:

Name	
Contact Address	
Telephone (H)	
Telephone (W)	
Cellular	

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Grounds for AppealError! Bookmark not defined.
Reasons for Appeal.....Error! Bookmark not defined.

About the Summative Assessment:

Purpose	The purpose of this Formative Assessment is to evaluate learners understanding on the outcomes and prepare the learner for the summative assessment. This will show that the learner is ready to be assessed.
Context	This assessment represents the Formative Assessment component and should be completed in the classroom/training room.
Resources	The following are resources needed for this assessment: <ol style="list-style-type: none">1. Learner Guide; and2. Assessment Preparation.
Instructions to Facilitators	Facilitators will be required to: <ul style="list-style-type: none">• Explain the completion of the Formative Assessment to each learner; and• Interview the learner on similar questions, should he/she not be able to write.
Instructions to Learners	Learners will be required to: <ul style="list-style-type: none">• Complete the Formative Assessment as per the instructions;• Ensure that all questions are completed;• Ensure that the completion of the workbook is their own work;• Ensure that all annexure are attached to the workbook and clearly referred to;
Assessment Time	Learners are required to complete this assessment within the allocated time frame/hours.

PURPOSE OF THE Unit Standard

This unit standard is intended for people who need to create and edit spreadsheets using a Graphical User Interface (GUI)-based spreadsheet application either as a user of computers or as basic knowledge for a career needing this competency, like the ICT industry.

People credited with this unit standard are able to:

Demonstrate an understanding of the principles of spreadsheets.

Create, open and save spreadsheets.

Produce a spreadsheet from a given specification.

Edit a spreadsheet.

Format a spreadsheet.

Check spelling in a spreadsheet.

Print a spreadsheet using features specific to spreadsheets.

The performance of all elements is to a standard that allows for further learning in this area.

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING

The credit value of this unit standard is calculated assuming a person is competent in:

Mathematical literacy and communication skills at least at NQF Level 1.

Operate a personal computer system (ID 116932 - NQF Level 1).

Use generic functions in a Graphical User Interface (GUI)-environment (ID 117902 - NQF Level 1).

UNIT STANDARD RANGE

This standard is applicable to any spreadsheet application that runs on any Graphical User Interface(GUI) operating system.

Where spreadsheets are referenced, it refers to a whole spreadsheet, a single page of a spreadsheet, or selected text in a spreadsheet.

Where wording are not exact for the chosen operating system, the learner can choose the equivalent item or option to demonstrate competence in the specific outcome or assessment criteria.

ASSESSMENT PACK

Please complete the following sections (A and B) before commencing with this assessment. The moderator of this assessment will complete section C.

Section A Learner Information					
Name:					
Surname:					
Date:					
Contact telephone no:					
Learnership agreement no:					
Company:			Site:		
ID					

Section B Assessor Information					
Name:					
Surname:					
Date:					
Contact telephone no:					
Assessor no:					
Provider no:			Site:		
ID					

Section C Moderator Information														
Name:														
Surname:														
Date:														
Contact telephone no:														
Moderator no:														
Provider no:							Site:							
ID														

Results:

I, _____ (initials and surname of learner), DECLARE THE FOLLOWING:

A copy of the unit standard(s) involved has been given to me prior to this meeting. I know I will be assessed against the criteria, which have been set to the applicable unit standards. The criteria have been discussed with me, and the procedures and purpose of the assessment has been clearly explained to me.

I am well aware of the venue, date and time that I will be assessed. I consider the period of time given to me to prepare myself for the assessment to be fair.

I understand clearly that I have the right to appeal against any decision made by the assessor during the assessment of the evidence provided by me, and that I have free access to the appeals

procedures attached to this assessment pack. I understand that I have the right to be accompanied by another person during all procedures, and that I have free access to the Training Division of SBV'S Health and Safety Procedures- filed at the offices.

Signature of learner	Date

INSTRUCTIONS:

The following sections will test your knowledge and you are required to answer all the questions.

Once you have finished you may obtain feedback from your assessor on the accuracy of your answer.

Exercises

Answer all questions

Project 1 (SO 2, AC 1, AC 2, AC 3, AC 4, AC 5, AC 6, AC 7, AC8)

Work with spreadsheets given the following marks of 5 students who set for different computer tests.

- Obakeng got 75% (subject A), 70 % (Subject B), 50 % (Subject D) and 60% (Subject C)
- Thabo got 80%, 60% (subject A), (Subject C) 90% (Subject D) and 76% (subject B),
- Lebogang got 50% (subject B), 55% (subject A), 90% (Subject D) and 50% (Subject C)
- Lionel got 60% (subject A), 67% (subject B),, 70% (Subject D) and 90% (subject C),
- Memory got 68% (subject A), 72% (subject C),, 78% (subject D), and 100% (subject B),

Demonstrate the following;

NO.	ITEMS TO BE EVALUATED
1	Open a spreadsheet application (Use Ms Excel 2016)
2	Create the spreadsheet and present the above information. Note: Rows (names) and columns (marks)
3	Move the cell cursor using the arrow keys and the mouse.
4	Save the spreadsheet as "Learner computer skills results" in my documents
5	Close the spreadsheet.
6	Open the saved "learner computer skills results' spreadsheet.
7	Close the spreadsheet application.

Project 2 (SO 3, AC 1, AC 2, AC 3, AC 4, AC 5, AC 6, AC 7)

Work with the following marks for 8 students for 6 different subjects

- Obakeng got 75% (subject A), 70 % (Subject B), 50 % (Subject D), 60% (Subject C), 70% Subject F, 60% Subject E.
- Thabo got 80%, 60% (subject A), (Subject C) 90% (Subject D), 76% (subject B), 60% (Subject E), 50% (Subject F).
- Lebogang got 50% (subject B), 55% (subject A), 90% (Subject D), 60% (Subject E), 79% (Subject F) and 50% (Subject C).
- Lionel got 60% (subject A), 67% (subject B), 70% (Subject D) 40% Subject F, 49 Subject E and 90% (subject C).
- Memory got 68% (subject A), 72% (subject C), 78% (subject D), 60% Subject F, 66% Subject E and 100% (subject B).
- Senzo got 80%, 40% (subject A), (Subject C) 30% (Subject D) ,76% (subject B), 60% (Subject E), 50% (Subject F)
- Daniel got 50% (subject A), 67% (subject B), 80% (Subject D) 40% Subject F, 49 Subject E and 90% (subject C),
- Refilwe's got 50% (subject B), 55% (subject A), 50% (Subject D) , 40% (Subject E), 59% (Subject F) and 50% (Subject C)

Demonstrate the following;

NO.	ITEMS TO BE EVALUATED
1	Open the Ms Excel 2016 application
2	Produce a spreadsheet that meaningfully presents the above information.
3	Check the spreadsheet values against the data source above
4	Enter formulas and determine the total mark for each student.
5	Use a formula to determine the average mark for each learner.
6	Save the spreadsheet as Learner Results (using the default format)
7	Save the spreadsheet using the HTML format.

Project 3 (SO 4, AC 1, AC 2, AC 3, AC 4, AC 5, SO 5, AC 1, AC 2, AC 3,SO 7, AC 1, AC 2, AC 3)

Use the spreadsheet that you prepare in project 2 to undertake project 3. If you do not have one, ask your assessor or facilitator to assist you.

Demonstrate the following tasks;

NO.	ITEMS TO BE EVALUATED
1	Open the spreadsheet learner results.
2	Select Senzo's marks for Subject B and E.
3	Deselect the marks for Senzo for Subject B and E.
4	Copy Refilwe's mark for Subject B and paste it on Thabo's mark for subject C
5	Use the automatic fill feature to automatically enter data in cells.
6	Align all subject marks to the right
7	Change the font size for learner names to 14 and apply bold
8	Increase the height of all the rows.
9	Increase the width of the subject A column.
10	Select a row to print on each page of the printed spreadsheet
11	Alter the printing of gridlines
12	Print the entire workbook

Project 4 (SO 6, AC 1, AC 2, AC 3, AC 4)

You are required to demonstrate the following in a spreadsheet application;

NO.	ITEMS TO BE EVALUATED
1	Open the saved spreadsheet learner results.
2	Set-up the dictionary to be used for spelling and word usage
3	Below the spreadsheet enter the following text: <i>Th learnrs show a significant improvemnt compare to the previous tests.</i> Note: The text must be corrected automatically while entering
4	Check workbook for grammar and spelling mistakes.
5	Enter the word "gadl" in any cell below the spreadsheet and add it to the custom dictionary

NAME: SURNAME: COMPANY ID	EVALUATION CHECKLIST DATE: TIME:
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EVALUATION CRITERIONS	MET REQUIREMENTS	DID NOT MEET REQUIREMENTS	COMMENTS OR ACTION REQUIRED
PROJECT 1			
Ms Excel 2007 application is opened			
A spreadsheet is created and information is entered accordingly			
The cell cursor is moved using keyboard arrows and the muse			
The spreadsheet is saved as learner computer skills results in my documents			
The spreadsheet is closed			
The spreadsheet saved as Learner computer skills is opened			
The Ms Excel 2016 application is closed			
PROJECT 2			
Ms Excel 2016 application is opened			
Information is entered in the spreadsheet application			
The contents of the spreadsheet is checked against the data source			
Formula to add marks is entered and the total mark for each student for all subjects is determined			

Formula to determine average is entered and the average mark for each learner is derived			
The spreadsheet application is saved as <i>learner results</i>			
The spreadsheet application is saved using the HTML format			
PROJECT 3			
Ms Excel 2016 application is opened			
Senzo's marks for Subject B and E are selected			
Senzo's marks for Subject B and E are deselected			
Refilwe's marks for subject B is copied and pasted on Thabo's marks for subject C			
All subject marks are aligned to the right			
The font size for learner names is changed to 14			
The height of all rows is increased			
The width of subject A column is increased			
A row to print on each page of the printed spreadsheet is selected			
Print gridlines are altered			
The whole workbook is printed			
PROJECT 4			
Saved spreadsheet: learner results is opened			
A dictionary used for spelling and word usage is set-up			
Text is entered in a spreadsheet and automatically corrected			
The workbook is checked for grammar and spelling mistakes			

The word 'gadl' is entered and added to the custom dictionary			

GENERAL COMMENTS:

Date.....	Time started.....	Time completed.....
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FACILITATOR NAME	FACILITATOR SIGNATURE	ASSESSOR ENDORSEMENT (SIGNATURE)
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SELF-ASSESSMENT

The learner must make use of the following self-evaluation checklist to rate himself against the learning outcomes of this particular training module in establishing the level of mastery of the information.

- 1. Not able to comply
- 2. Reasonable compliance (Not acceptable for final evaluation)
- 3. Able to comply fully

OUTCOMES		1	2	3
1	•			
2	•			
3	•			
4	•			
	•			
	•			

Learner Signature

Date

Facilitators' Signature

Date

ASSESSMENT FEEDBACK REPORT

FACILITATOR FEEDBACK & REMARKS

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ASSESSMENT JUDGEMENT

Learner's Total Mark: Requirements met Requirements
not met

Action/s required:

By when:

LEARNER FEEDBACK & COMMENTS

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DECLARATION BY THE FACILITATOR

I (Facilitator) hereby certify that I have examined the learner workbook and I am satisfied with the evidence provided by the learner.

DECLARATION BY LEARNER

I,declare that I am satisfied that the feedback given to me by the Facilitator was relevant, sufficient and done in a constructive manner. I accept the assessment judgment and have no further questions relating to this particular assessment event.

Learner	Date	Facilitator	Date

DECLARATION BY THE ASSESSOR

I (Assessor) hereby certify that I have examined the learner workbook and I am satisfied with the Facilitator Judgment of this assessment.

Assessor	Date	Moderator	Date