

Unit 10 Skills



Unit 10 Skills Lists

- You should already be familiar with the use of basic spreadsheet facilities that enable you to perform tasks such as:
 - setting suitable cell formats to match the required data format
 - setting presentation formats including alignment, page orientation, headers and footers, colour, fonts, borders, shading etc.
 - using appropriate relative and absolute cell references
 - using correct operators, formulae and built-in functions
 - finding data
 - searching for and replacing data.



Advanced Skills

- You need to demonstrate at least 5 of:
 - list boxes and drop-down boxes to select data for entry
 - menu system
 - control buttons to initiate macros
 - validation of data input
 - error trapping
 - use of named cells and ranges in formulae
 - lookup tables
 - multiple sheets with links transferring data between them
 - nested IF functions
 - templates - creating standard spreadsheet layouts for repeated use
 - protecting cells by hiding and/or locking cells



User Needs

- You user does not need you to use 5 complex skills
- Your user needs their problem solved
- The evaluation criteria does not include the use of 5 complex skills
- You just happen to choose to use 5 complex skills to meet those needs

