

**NEW ZEALAND INSTITUTES OF TECHNOLOGY AND POLYTECHNIC
QUALIFICATIONS IN INFORMATION & COMMUNICATIONS TECHNOLOGY**

PRESCRIPTION: AP330 SPREADSHEETS

AIM OF MODULE:	To introduce students to the concepts, functions and applications of spreadsheets.
CREDITS:	5
STUDENT LEARNING HOURS:	50
CONTENT REVISED:	2001
PRESCRIPTION EXPIRY DATE:	November 2013

Level and Assessment Schedule

TOPICS	Highest Skill Level				Suggested Assessment Percentage
	R	C	A	P	
1. Basic Principles		*			20
2. Practical Application			*		80
					<hr/> 100 <hr/> <hr/>

LEARNING OUTCOMES

The student will:

- | | | |
|---|---|--|
| C | 1 | Demonstrate an understanding of the basic terminology of spreadsheets, and their uses. |
| A | 2 | Complete a practical exercise to demonstrate understanding of the basic principles. |

CONTENT

1 BASIC PRINCIPLES

- Define the following terms and concepts:
 - Work area/worksheet
 - Columns and rows
 - Cell
 - Range
 - Cell pointer
 - Cell address
 - Formulae
 - Cell width
 - Absolute cell address/relative cell address
 - Describe some uses of spreadsheets
 - Plan and design a spreadsheet for a simple problem

2 PRACTICAL APPLICATION

- Complete a practical exercise(s) using a spreadsheet package which involves:
 - Entering labels and values
 - Formatting cells (eg alignment, numbers, dates)
 - Changing cell width
 - Creating simple arithmetic formulae (eg: add, subtract, multiply, divide and sum)
 - Creating other simple formulae including date and time, statistical (eg average, min, max, count), financial (eg pmt)) and logical functions (eg if(), and() or()) .
 - Copying formulae using absolutes and relative cell addresses
 - Checking results, including check-totals and data compared with original sources
 - Sorting columns in terms of alphabetically and numerically.
 - Undertaking 'what-if' analysis, by manipulating simple cells of data
 - Graphing data (including eg. non-contiguous ranges, appropriate titles and labels)
 - Printing, including header and footer, formulae, selections