Resources for DFSQ: Creating and Editing

11th October 2023

gateway
qualifications

Key Features of Digital Functional Skills
Gateway Qualifications offer

Free resources

75% practical skills

Mock assessments available at both levels

On demand assessment

6 working day results turnaround

Dedicated centre support team

One free resit per learner

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Free Resources & Support

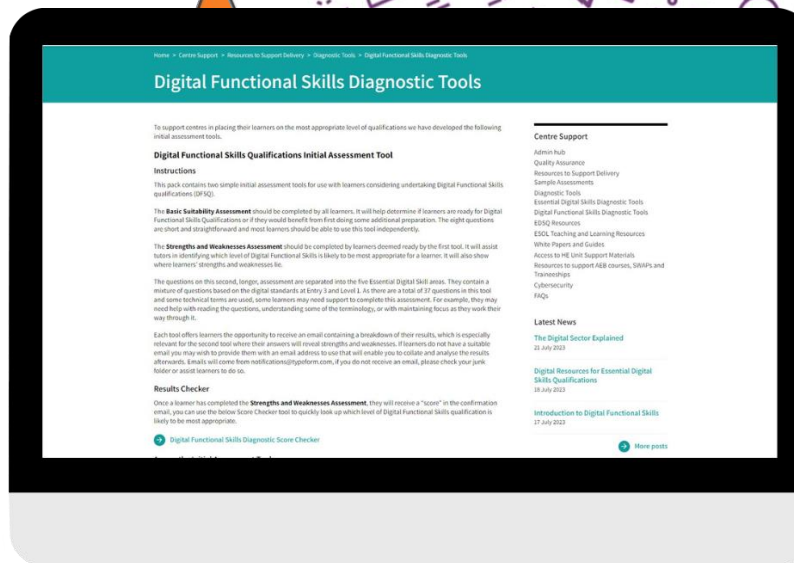- Initial assessment tool
- Centre and Learning guides
- Teaching and learning resources
- Glossaries for learners
- Marking and IQA support (E3 only)
- Regular webinars & onboarding training
- Developing Basic Digital Skills – Introductory Activities

Resources: our approach

Resources

Support delivery of the DFSQ subject content at Entry Level 3 and Level 1

Illustrate the depth and breadth of knowledge and skills required

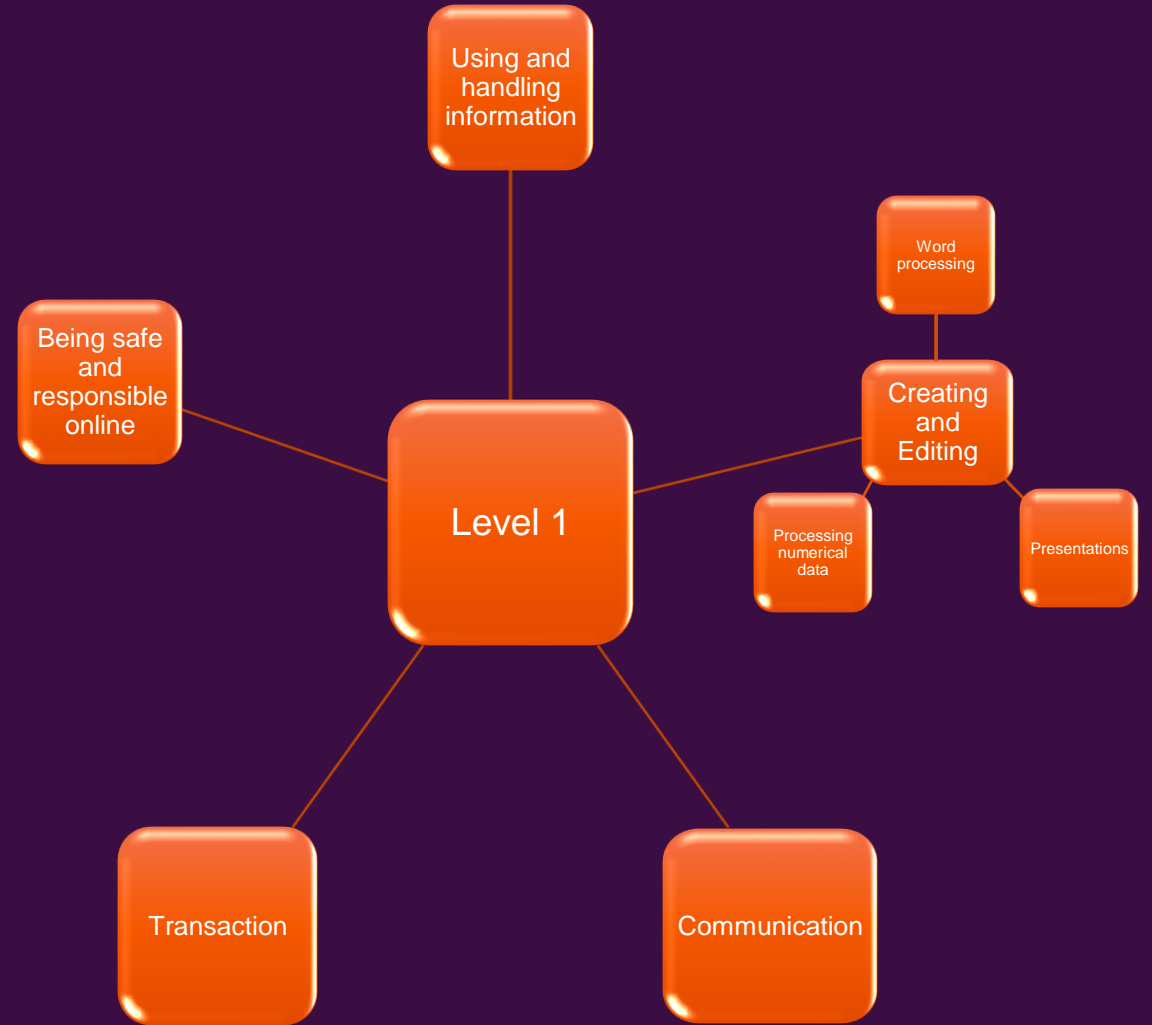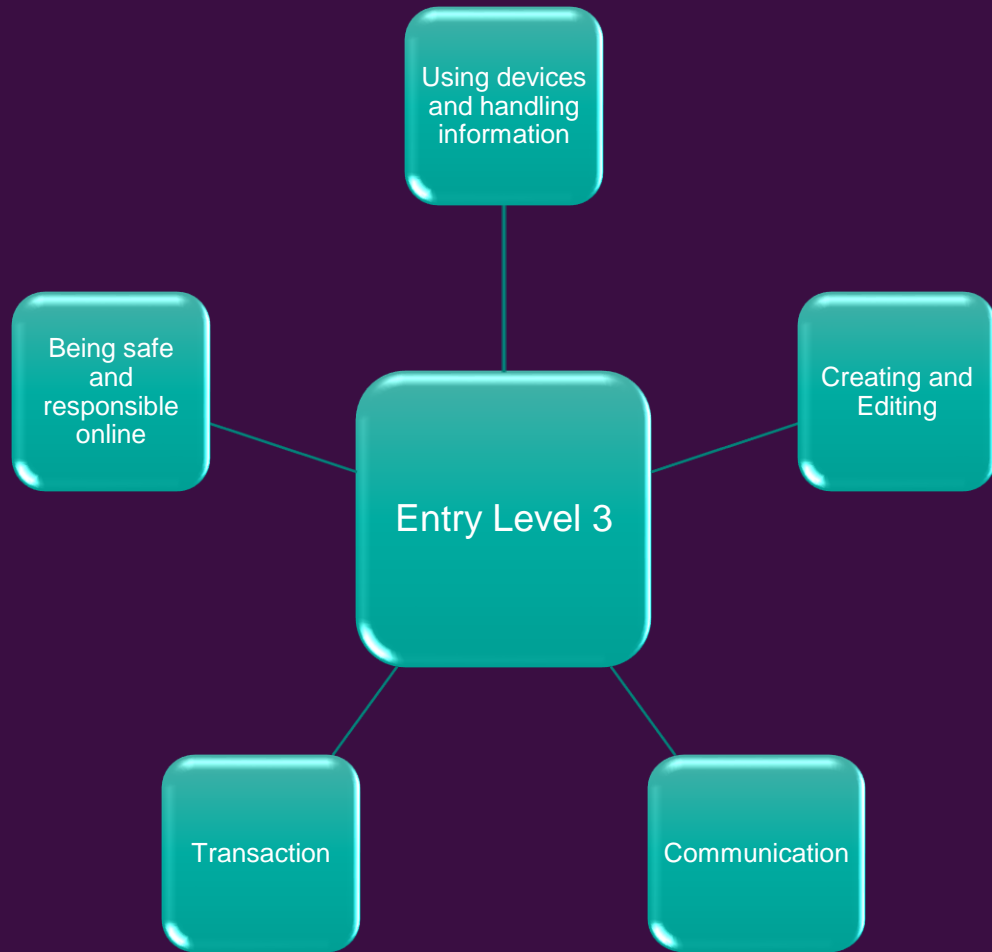Recommend different approaches to the delivery

Signposting to online content

Resources are inclusive and accessible

Prepare learners for the mock /live assessment

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Units

Creating and Editing Resources

Unit 2: Create and Edit
(Word Processing)

Subject content statements

Entry Level 3 Subject content statement	
2.1	Use a suitable application to enter, edit and format text (including bold, underline, italics, font sizes and colours, text alignment, bulleted lists, numbered lists).
2.2	Use a suitable application to enter, edit and format graphics (including position, size).
2.3	Combine different types of information (including text, graphics, images) for a given purpose.
2.4	Capture digital media (including image, video) and view in a suitable application

Level 1 Subject content statement	
2.1	Use suitable applications (including word-processing, document or web presentation software), to enter, edit, format, layout and save information (including text, tables, graphics, charts) for a range of purposes and audiences.
2.2	Use appropriate layout conventions for information (including formal and informal communication, presentation, advertisement) and audiences (including familiar, unfamiliar audience).
2.3	Edit (including caption, crop, resize, change contrast, change colour balance) an image using an appropriate tool.

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Learner activity – Document 1

Circle or highlight the different formatting techniques used in this document.

GATEWAY PARK
OPEN DAY

10am-3pm

Saturday 21st August

Gateway Park is the perfect place to enjoy a fun filled day. Open days are free and open to the general public. Visitors can pack a lunch and enjoy a beautiful afternoon in the park.

Tea, coffee, and refreshments can be bought from the *Park Café*.

Things to do:

- Fun run
- Cycling
- Walking

Dogs must be on a lead and smoking and glass bottles are **not** allowed in the park.

More info

FOR MORE INFORMATION, PLEASE CONTACT US AT: (0203) 845 9223

1

Learner activity – Document 2

Circle or highlight the different formatting techniques used in this document.

Gateway Music Club

Join your local music club!

Membership is free!

We meet at the local community centre every

Monday at 7:00pm

Come along and listen to:

- Jazz
- Rock
- Country
- Classical

Doors open at 6:30pm. Drinks and homemade cakes will be available.

To find out more contact **Ahmed** on 07859038736

Email ahmed@gatewaymusic.org.uk

Visit our website www.gatewaymusic.org.uk

2

Learner activity (Document 1) – Worked example

Bold, large, coloured font, all capitals

GATEWAY PARK OPEN DAY

Graphic resized correctly, in appropriate position

Different font

10am-3pm

Bold, large, and different colour font

Saturday 21st August

Gateway Park is the perfect place to enjoy a fun filled day. Open days are free and open to the general public. Visitors can pack a lunch and enjoy a beautiful afternoon in the park.

Tea, coffee, and refreshments can be bought from the *Park Café*.

Italics

Things to do:

Different font, bullet points

- Fun run
- Cycling
- Walking

Dogs must be on a lead and smoking and glass bottles are **not** allowed in the park.

Bold, underline

Different font style

More info

FOR MORE INFORMATION, PLEASE CONTACT US AT: (0203) 845 9223

Image source: https://www.freepik.com/free-vector/people-walk-with-dogs-ride-bike-park_30800531

3

Learner activity (Document 2) – Worked example

Suitable size graphic in appropriate position

Large font, bold, underline

Gateway Music Club

Different font and size

Join your local music club!

Membership is free!

Different font, sizes, and colours

Bold, different font size

We meet at the local community centre every **Monday at 7:00pm**

Come along and listen to:

- Jazz
- Rock
- Country
- Classical

Bullets, larger, coloured font

Doors open at 6:30pm. Drinks and homemade cakes will be available.

Bold and underline

To find out more contact **Ahmed** on 07859038736

Email ahmed@gatewaymusic.org.uk

Visit our website www.gatewaymusic.org.uk

Emails and websites automatically underline

Image source: https://www.freepik.com/free-vector/musical-melody-symbols-yellow-splotch_18175206

4

Tutor activity – Introduction to Word or Docs

The online training videos referred to throughout this resource are provided free by Custom

Guide. They encourage learners to learn by doing so they will need access to either

Microsoft Word or **Google Docs** to complete the practical activities. t

Introduce learners to word processing software used in your centre.

Learner activity 2 – Introduction to Word or Docs

Direct learners to the following online tutorials where they will open, save and create new

documents using word processing software.

Microsoft Word	Google Docs
	Create documents
Create a new documents	Open a document
Open a file	File management
Save a file	

Tutor activity – Understanding different document layouts

Explain to learners the following concepts when creating and editing documents, **fitness for purpose**, **consistent** and logical **layout**.

Being fit for purpose requires that the document is capable of being used for the intended purpose and audience. For example, a training guide for employees that is poorly laid out and uses inconsistent fonts would not be considered fit for purpose.

A **consistent** and logical **layout** should be used to make information easier to find and use repeating features such as the style and appearance of text, the position of headings, logos, and page numbers which should appear in same place in a document.

The style and appearance of text (typography)

Explain to learners the concept of typography; the arrangement and layout of text in a document so that it is legible and appealing to the reader.

Show learners the YouTube video to help introduce the concept of typography.
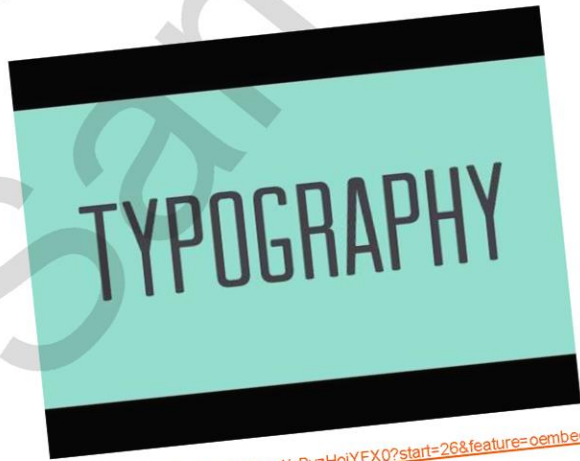
https://www.youtube.com/embed/sByzHoiYFX0?start=26&feature=oembed

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> Fire drill procedures have changed since our last drill.
> Instead of an alarm, there will be an **emergency whistle**.
>
> Once the emergency whistle Goes Off, all employees will Immediately leave the building and meet outside in front of the **bakery across the street.**
>
> If you have any questions, please give me a call at 01234570310.

A memo with unprofessional fonts

The following example is much better and uses a professional and consistent font throughout the document to ensure the message is clear and free from distraction. The font used can make or break a document, therefore it is important that the choice of font best fits the purpose of the message, so that the document is professional and easy to read.

> Fire drill procedures have changed since our last drill.
>
> Instead of an alarm, there will be an emergency whistle.
>
> Once the emergency whistle **Goes Off**, all employees will immediately leave the building and meet outside in front of the bakery across the street.
>
> If you have any questions, please give me a call at
>
> 01234570310.

A memo with professional fonts

Page 3

Paragraphs

Explain to learners that as they create and edit documents, they need to make formatting decisions and consider the role of paragraphs. Documents that contain a lot of text should be organised into paragraphs to provide a logical order and to guide the reader through the document.

Highlight that text in documents should not be overloaded. The following rules should be followed when formatting text into paragraphs.

- Each paragraph should be limited to one idea.
- Paragraphs must be left aligned – indents should be used at the start of paragraphs.
- A clear line/white space should be visible between paragraphs.
- Avoid continuing a paragraph over the page. (Widows and orphans)
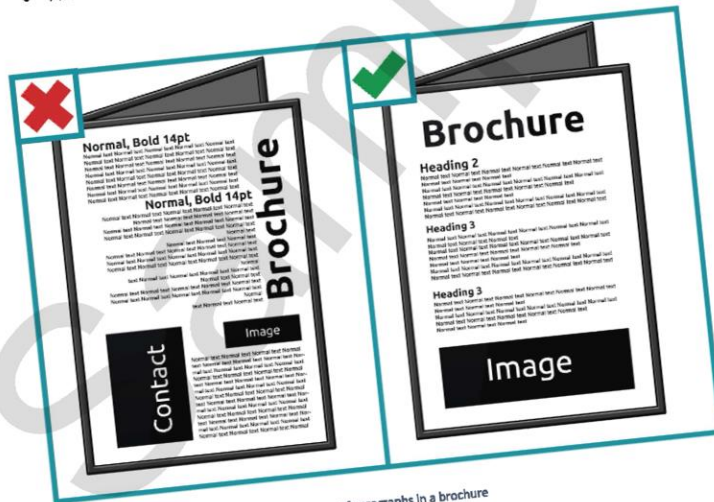
Correct use of paragraphs in a brochure
Source: https://universaldesign.ie

Page 4
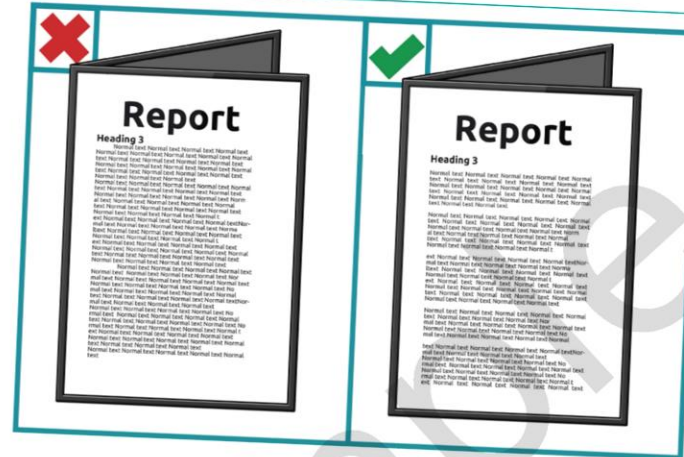
Correct use of paragraphs in a report
Source: https://universaldesign.ie

Tutor activity – Margins and columns

Show learners the following online tutorials where they will adjust margins, and work with two columns of text.

Microsoft Word	Google Docs
	Page setup
Adjust margins	Columns
Columns	

Learner activity – Margins and columns

Complete the following activity using either **Word** or **Docs**.

Download the file **London**. Your tutor will show you where it is.

1. Create a new document and copy and paste all the text from the file **London**.

2. Change the page size to A5.

3. Enter the text, The UK's capital city as a document heading.

4. Increase the font size of the heading to 16.

5. Change the left and right margins to 1.5 cm.

6. Arrange the text into <u>four</u> paragraphs to split the text into relevant topics.

7. Enter the following <u>three</u> subheadings above each paragraph topic. (1 mark)

    Big Ben

    London Eye

    Buckingham Palace

8. Apply bold to the headings and subheadings to make them stand out.

9. Arrange the text into two columns.

10. Change the line spacing of the document to 1.5.

11. Ensure your document fits on one page.

12. Save your document as **Columns01**.

13. Check own work for accuracy on the next page.

Learner activity – Worked example

The UK's capital city

London is a famous and historic city. It is the capital of England in the United Kingdom. The city is very popular for tourism.

Big Ben

One of the popular sights to visit is Big Ben. Big Ben is one of London's most famous monuments. It is a large clock tower located at the northern end of Westminster Palace. The clock tower is 96 meters tall.

London Eye

The London Eye, the city's famous Ferris wheel, is on the South Bank of the River Thames. It stands 135 meters high. It is one of London's most well-known spots for getting fantastic views of the city. Each passenger capsule of the Ferris wheel can hold up to 25 people. You can take fantastic photographs of the beautiful city when you go on the London Eye.

Buckingham Palace

Buckingham Palace is the home of the King of England. The palace is in the borough of Westminster. You can watch the King's guards outside the palace. These guards wear red uniforms, shiny black boots, and bearskin hats. The balcony of Buckingham Palace is one of the most famous in the world. There are over 700 rooms, and the State Rooms are open to visitors in the summer.

Unit 2: Create and Edit (Presentations)

Tutor activity – Understanding presentation design

Introduce learners to the concept of presentation design by showing different types of presentations that use different layouts, themes, and templates.
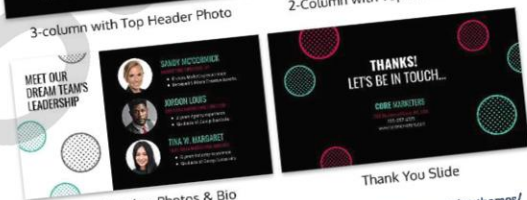
Below is an example of a good presentation because it uses different slide layouts and a consistent design template. Each slide includes a clear focus, there is very little text and images, and graphics are relevant and clearly visible. There is also a good balance of colours used.

Title Slide

3-column with Top Header Photo

2-Column with Top Header Icons

Team Member Photos & Bio

Thank You Slide

Image source: https://venngage.com/blog/presentation-templates-powerpoint-themes/

The examples below are of poorly designed presentations which can leave the audience feeling confused, bored, and even irritated.

https://www.arnnet.com.au/slideshow/366369/world-worst-powerpoint-presentations/
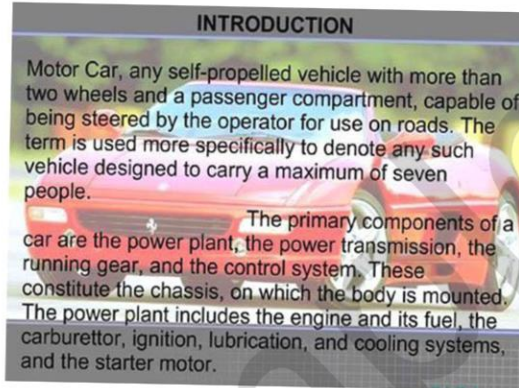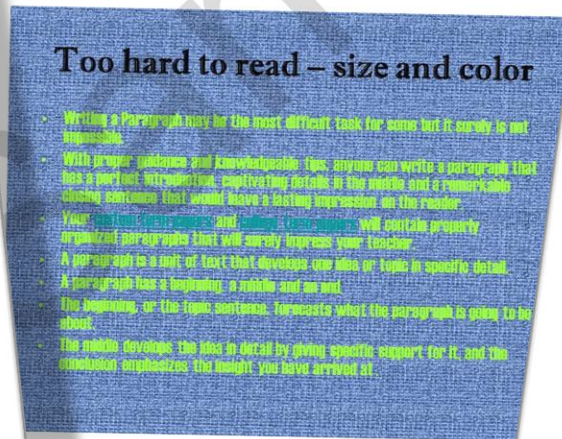
Show learners the following examples of good/bad presentation slides and the common mistakes that are often made. This will help learners to understand the key principles when creating and editing presentations and avoid 'Death by PowerPoint'.
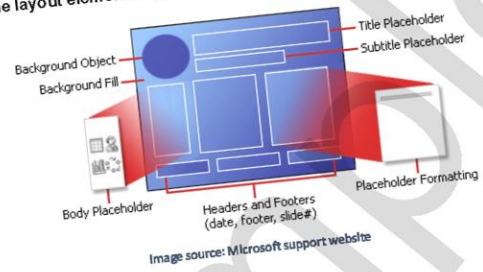
Too many colours

Too many fonts

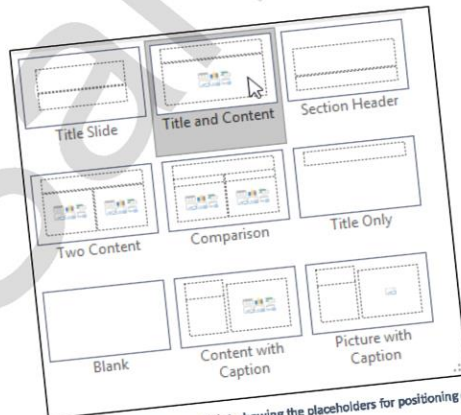Remind learners to choose readable colours and fonts

Tutor activity – Use slide layouts to enter and format text

Explain to learners the concept of slide layouts and how they contain formatting, positioning, and placeholders (a pre-formatted area on a slide specifically used to position different types of content) for all of the content that appears on a slide as shown in the diagram below.
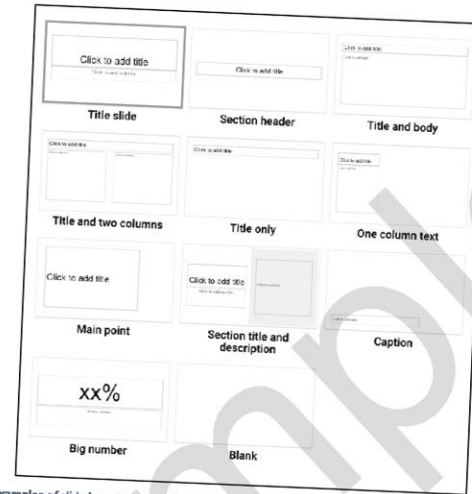
The layout elements that can be included on a presentation slide.

Title Placeholder
Subtitle Placeholder
Background Object
Background Fill
Body Placeholder
Headers and Footers
(date, footer, slide#)
Placeholder Formatting

Image source: Microsoft support website

PowerPoint and Google Slides include built-in slide layouts, which can be modified to meet specific needs.

Title Slide
Title and Content
Section Header
Two Content
Comparison
Title Only
Blank
Content with Caption
Picture with Caption

Examples of slide layouts in PowerPoint, showing the placeholders for positioning content

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Title slide
Section header
Title and body
Title and two columns
Title only
One column text
Main point
Section title and description
Caption
xx%
Big number
Blank

Examples of slide layouts in Google slides, showing the placeholders for positioning content

Show learners the following online tutorials where they will learn about slide layouts, how to cut, copy, paste, and format text.

Microsoft PowerPoint	Google Slides
Slide basics	Slide basics
Text basics	Text basics

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Learner activity – Use slide layouts to enter and format text

Complete the following activity using either PowerPoint or Slides.

1. Create a new presentation.

2. On the first slide which by default is a **Title** slide layout, enter the title, About me, in the correct placeholder.

3. Enter your name as a subtitle in the correct placeholder.

4. Change the font colour of the title and subtitle to blue, or a colour of your choice and apply bold.

5. Add a new slide with a **Title and content** layout *(PowerPoint)* or **Title and body** layout *(Google Slides)*.

6. Enter the following text as a title, Things that I like, in the correct placeholder. Apply bold and centre align.

7. Enter a list of things that you like (at least three) in the correct placeholder. *In PowerPoint bullet points will be automatically added. In Google Slides you will need to add bullet points to your list as shown below.*
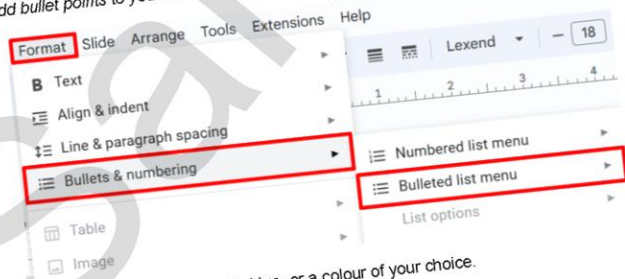
8. Change the colour of the text to blue, or a colour of your choice.

9. Insert slide numbers as a footer on both slides.

10. Save your presentation as **Aboutme01**.

11. Check own work for accuracy on the next page.

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Learner activity – Worked example

About me

Any Learner

Slide 1 – **Title** slide layout

Things that I like

- Animals
- Running
- Ice cream

Slide 2 **Title and content** layout (PowerPoint)

Title and body layout (Google Slides)

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Page 14

Formative assessment – Create a staff training presentation

You want to create a staff training presentation on the correct display of screen equipment in the workplace. (12 marks)

Download the file **DSE** and the graphics **Health_risks** and **Screen_position**. Your tutor will show you where these are.

1. Create a presentation with 5 slides using suitable slide layouts for text and graphics. (2 marks)

2. Copy and paste the title and subtitle from the text file **DSE** into the correct placeholders on the first slide. (1 mark)

3. Copy and paste the remaining titles and text from the text file **DSE** across the other 4 slides into the correct placeholders. (1 mark)

4. Apply a theme to the presentation slides. (1 mark)

5. Insert slide numbers as a footer but do not show on the first slide. (2 marks)

6. Insert and resize the image **Health_risks** on the slide that includes the relevant text. (2 marks)

7. Insert and resize the graphic **Screen_position** on the slide that includes the relevant text. (2 marks)

8. Create presentation handouts in PDF format and save as **Staff**. (1 mark)

9. Save your presentation as **Training**.

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Formative assessment 2 – Marking guidance

Creating and editing a staff training presentation (12 marks)		Evidence checklist	Learner mark awarded
1 mark for creating presentation with 5 slides.	1	Presentation with 5 slides	1
1 mark for using suitable slide layout, i.e., title slide with title and content slides. Do not award if inappropriate slide layout used.	1	PDF handout	1
1 mark for copying/pasting the title and subtitle text from the file **DSE** into the correct placeholders on the title slide	1		1
1 mark for copying/pasting the remaining titles and text from the file **DSE** into the correct placeholders across the other 4 slides.	1		1
1 mark for applying a theme to all slides.	1		1
2 marks for inserting slide numbers, but not on the first slide. If slide numbers appear on all slides, only award 1 mark.	2		2
2 marks for inserting and resizing the image **Health_risks** on slide 2. If image is inserted on incorrect slide only award 1 mark. Do not award if text, images/graphics are obscured/unclear, or hanging off slides.	2		2
2 marks for inserting and resizing the image **Screen_position** on slide 4. If image is inserted on incorrect slide only award 1 mark. Do not award if text, images/graphics are obscured/unclear, or hanging off slides.	2		2
1 mark for creating presentation handouts in PDF format.	1		1

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Unit 2: Create and Edit
(Processing numeric data)

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Overview
Processing numeric data

2.4	Process numeric data using simple formulae (including sum, subtraction, multiplication, division, maximum, minimum, average) using relative cell references
2.5	Process (including sort, filter) numeric data by values in a column.
2.6	Format numeric data (including font sizes, font styles, alignment, cell formatting, merging cells, splitting cells, row height, column width).
2.7	Chart a single series of numeric data using an appropriate type of chart and apply suitable titles and labels (including chart title, axis titles, data legends and data labels).

2.4 Process numeric data using simple formulae (including sum, subtraction, multiplication, division, maximum, minimum, average) using relative cell references.

Knowledge

Learners need to know

- the key terms used in processing numerical data- see glossary in Appendix 2

Skills

Learners need to process numeric data by:

- copying and pasting data into suitable software for editing
- using up to 2 mathematical operators in a formula
- using the SUM function or add formula to calculate the total of an amount
- using a formula to subtract amounts
- using a formula to multiply amounts
- using a formula to divide amounts
- using the MAX function to find the maximum value
- using the MIN function to find the minimum value
- using the AVERAGE function to find the average of a set of numerical values
- using the replication tool to replicate formulae across cells

Left page

Tutor activity 2

Entering data

Demonstrate to learners how to enter data into a spreadsheet, including how to copy and paste from a .txt file*.

Use Learner activity 2a and 2b as a class activity.

Alternatively direct learners to the links below on cell basics in Excel or Google Sheets and then ask them to complete Learner activities 2a and 2b.

Excel: Cell Basics (gcfglobal.org)

How to use Google Sheets - Computer - Google Docs Editors Help

*Please note learners are not required to know how to import data from a CSV file during the assessment.

Right page

Learner activity 2a – Entering data

1. Open a blank workbook.

2. Select the cell A1
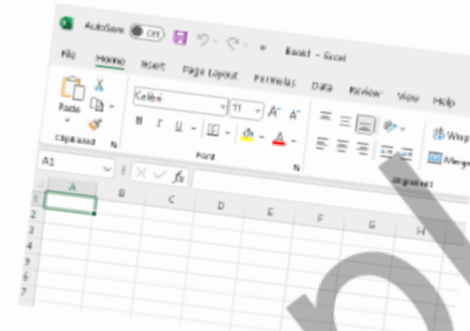
3. Enter your name into cell A1

4. Click on cell A2 and enter the data about fruit shown below.

	A	B	C
1	Joe Smith		
2	Apples		
3	Oranges		5
4	Pears		8
5	Peaches		9
6			12

5. Save your file as Fruit.

Tutor Activity 7

Learners need to be confident in formatting numeric data in spreadsheets. If candidates have previously used Microsoft or Google software to create word processed documents, some of the skills in formatting will be transferable to spreadsheets.

It will be useful to show candidates the formatting tools available in their chosen software as revision, e.g.:

Excel formatting tools on the Home ribbon

Google Sheets formatting tools

Signpost learners to the videos and pages below to find out more about formatting data in spreadsheets. When learners feel confident, direct them to complete the learner activities for this section.

Excel: Formatting Cells (gcfglobal.org)

This video covers:

- changing the font size and colour
- using bold, italic, and underline commands
- adding cell borders and fill colours
- applying cell styles
- changing horizontal and vertical text alignment
- using the Format Painter

A step by step guide is shown underneath the video.

Google Sheets: Formatting Cells (gcfglobal.org)

This video covers:

- changing the font, size, and colour
- text alignment
- borders and background colours.

Excel: Modifying Columns, Rows, and Cells (gcfglobal.org)

This video covers:

- inserting, deleting, moving, and hiding rows
- wrapping text and merging cells
- using AutoFit
- modifying row height.

A step by step guide is shown underneath the video.

Google Sheets: Modifying Columns, Rows, and Cells (gcfglobal.org)

This video covers:

- modifying columns, rows, and cells
- inserting, deleting, and moving rows and columns.

Additional videos:

- How to Merge Cells in Excel - YouTube
- Merge and unmerge cells - Microsoft Support
- How to Resize Multiple Columns in Excel - YouTube
- How to Change the Number of Decimal Places in Excel (Two Most Common Ways) - YouTube
- Format numbers as currency - Microsoft Support
- Format a date the way you want - Microsoft Support
- Format numbers as dates or times - Microsoft Support
- Wrap text in a cell - Microsoft Support
- Format numbers as percentages - Microsoft Support
- How to Insert and Format Time in Excel - YouTube

Learner Activity 7a – Formatting data 1

Files needed: Football.txt

File can be found in the folder alongside this document.
All statistics taken from: Premier League table, stats, form and results | SoccerSTATS.com – Updated 2023

1. Open a blank workbook.

2. Open the file Football.txt. Select and highlight all the data in the file then copy, or use Ctrl+C, to copy the data.

3. Select cell A1 in your blank workbook and paste, or use Ctrl+V, to paste the data.

4. Ensure all columns and rows are a suitable width/height to display all the data.

5. Change the font style and increase the font size of the title (cell A1), e.g.

6. Select cells A1:H1 and then click on Merge and Centre on the Home ribbon. This will combine and centre the contents of the cells into a larger cell.

7. Format the title to bold and underlined.

8. Select all cells containing a numerical value and format the alignment to centre.

9. Select the header row A2:H2. Increase the size of the font and add a fill colour to this row. Ensure the fill colour does not obscure the text.

10. Check that all data in the header rows can still be seen. You may need to widen the columns again.

11. Add a border to each cell by selecting all the data in the table and clicking on Borders and then All Borders.

Your final table should look similar to the model answer below:

2022-23 Premier League Results

Football Team	Games played	Won	Drawn	Lost	Goals For	Goals Against	Points
Manchester City	38	28	5	5	94	33	89
Arsenal	38	26	6	6	88	43	84
Manchester Utd	38	23	6	9	58	43	75
Newcastle Utd	38	19	14	5	68	33	71
Liverpool	38	19	10	9	75	47	67
Brighton	38	18	8	12	72	53	62
Aston Villa	38	18	7	13	51	46	61
Tottenham	38	18	6	14	70	63	60
Brentford	38	15	14	9	58	46	59
Fulham	38	15	7	16	55	53	52
Crystal Palace	38	11	12	15	40	49	45
Chelsea	38	11	11	16	38	47	44
Wolverhampton	38	11	8	19	31	58	41
West Ham Utd	38	11	7	20	42	55	40
Bournemouth	38	11	6	21	37	71	39
Nottm Forest	38	9	11	18	38	68	38
Everton	38	8	12	18	34	57	36
Leicester City	38	9	7	22	51	68	34
Leeds Utd	38	7	10	21	48	78	31
Southampton	38	6	7	25	36	73	25

12. Save your file as a spreadsheet file called Football results.

Label the Google sheet by choosing one of the options given below.
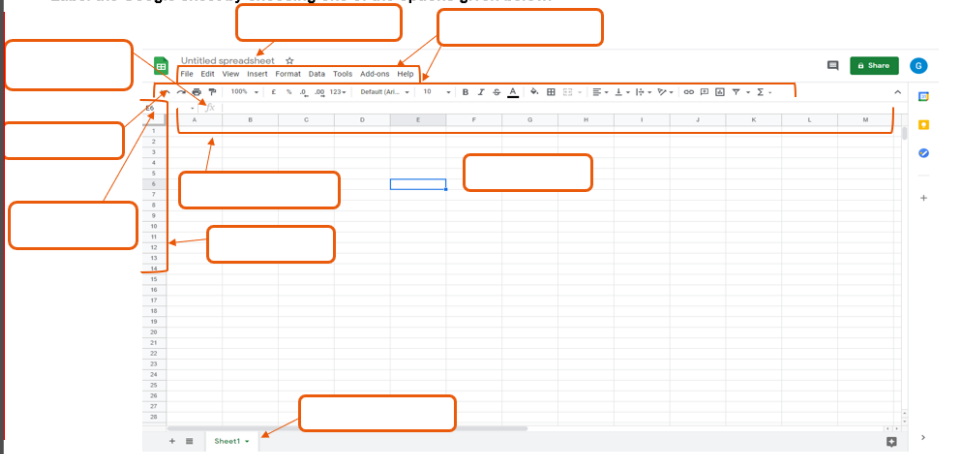
File name	Active cell	Undo button	Column headers	Row headers	Formula bar	Active cell reference	Worksheet tab	Ribbon menus

Google sheet
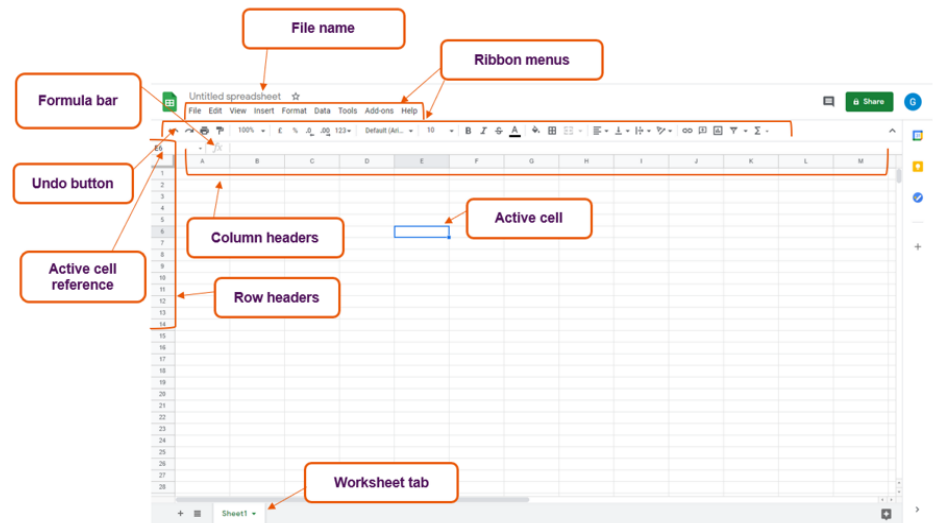
Q1. What is the part of a spreadsheet that is referred to by letter?

○ Row

○ Column

○ Cell

○ Bar

Q2. What is the part of a spreadsheet that is referred to by number?

○ Row

○ Column

○ Cell

○ Bar

Q3.

Fill handle

A fill handle can be used for

○ replicating data

○ splitting cells

○ resizing columns

○ merging cells

Formative assessment 1 – Concert tickets

Concert Tickets (12 marks)

File needed: **Concert.txt**

File can be found in the folder alongside this document.

File can be found in the folder alongside this document.

Your manager has asked you to edit and update a spreadsheet for ticket sales for a concert.

a) Open the file **Concert.txt.** Enter the data into a suitable application and make sure all data is viewable. (2 marks)

b) Format the spreadsheet so that:
   - the column headings stand out
   - all cells containing numbers are centre aligned
   (2 marks)

c) Add a formula to calculate the number of Premium **Tickets still available**. Replicate the formula for all other types of tickets. (2 marks)

d) Add a formula to the **Total** row to calculate the total number of **Tickets still available.** (1 mark)

e) Sort all the data in the spreadsheet so that the **Maximum available** column is in numerical order, largest to smallest. (1 mark)

f) Create a suitable chart to display the data from the **Tickets still available** column. You must include:

   - a suitable title
   - axis labels
   - data labels
   (4 marks)

Save your spreadsheet as **Ticket sales**.

Formative assessment 1 – Marking guidance

|	Concert Tickets (12 marks)	Number of marks	Learner mark
a)	1 mark for copying and pasting the data from the file, **Concert.txt**, into a suitable spreadsheet software application– 0 marks if data contains errors. (If the candidate makes errors entering the data, they may still be awarded marks for formatting and formulas). No marks should be deducted for spelling errors	1	
	1 mark for all data viewable, i.e. no truncation	1	
b)	1 mark for formatting the column headings to stand out, e.g. bold, italic, different size font or size, shading	1	
	1 mark for all cells containing number centre aligned	1	
c)	1 mark for adding a formula to calculate the number of premium tickets still available, e.g. =B2-C2 Answer should be 11	1	
	1 mark for replicating the formula for all other ticket types.	1	
d)	1 mark for calculating the total number of tickets still available, e.g. =SUM(D2:D5) Accept =D2+D3+D4+D5	1	
e)	1 mark for sorting all the data into order by **Maximum available, largest to smallest** Do not award if headings or total rows included in sort	1	
f)	1 mark for creating suitable chart to show the **Number of tickets still available** e.g., Bar chart or pie chart	1	
	1 mark for adding a suitable title, e.g., **Number of tickets still available**	1	
	1 mark for including at least one axis label on a bar chart, e.g. Number of tickets/Type of ticket OR Legend on a pie chart	1	
	1 mark for including data labels	1	

Award follow through marks if error in copy and pasting of data from source file. Ignore spelling as long as meaning is clear.

Formative assessment 1 – Worked example

The screenshots below show what the final spreadsheet should look like in normal and formula view. A copy of the excel file can be found in the Worked examples folder.

	A	B	C	D	E
1	Ticket type	Maximum available	Tickets sold	Tickets still available	
2	Adult	850			
3	Child	850	601	249	
4	Concession	450	792	58	
5	Premium	50	412	38	
6	Total		39	11	
				356	

	A	B	C	D
1	Ticket type	Maximum available	Tickets sold	Tickets still available
2	Adult	850	601	=B2-C2
3	Child	850	792	=B3-C3
4	Concession	450	412	=B4-C4
5	Premium	50	39	=B5-C5
6	Total			=SUM(D2:D5)
7				

Tickets still available
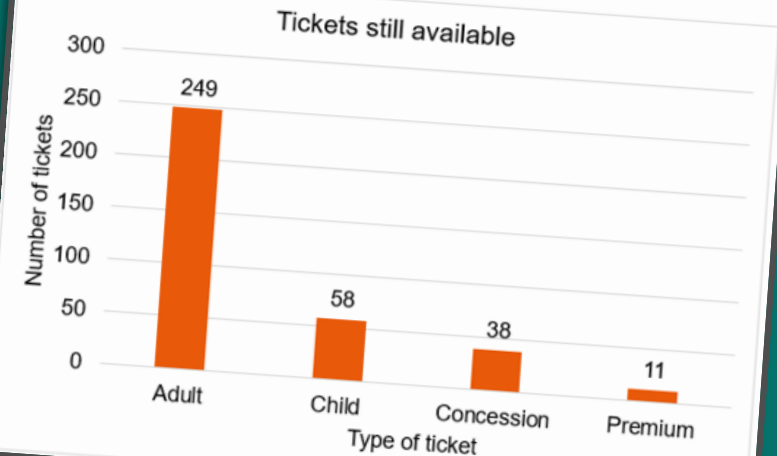
Skills checklist

Digital Functional Skills Level 1

Unit 2 Create and Edit Processing Numerical Data.

Name:		Yes	No	Date
I can ...				
Open a .txt file				
Copy and paste text and numbers into a spreadsheet				
Delete text and numbers from a spreadsheet				
Insert information into a header or footer of a spreadsheet				
Insert a new column or row of data to a spreadsheet				
Use the SUM function				
Use the AVERAGE function				
Use the MIN and MAX functions				
Create a formula including subtraction				
Create a formula including multiplication				
Create a formula including division				
Replicate formulas				
Sort numeric data by values in a column				
Add and use a filter to sort data in columns				
Format data in a spreadsheet including font sizes and styles				
Change the alignment of data in a cell				
Change the format of data in a cell to currency with a given number of decimal places				
Add cell borders to data				

Appendix 2: Spreadsheet glossary

Term	Definition
Autofill	Autofill automatically enters data into cells based on a pattern. Use the fill handle in the bottom right hand corner of the cell and drag vertically or horizontally to populate the cells automatically.
AVERAGE function	A predefined function that displays the average number of a range of cells.
Axis/Axes labels	A line bordering the chart plot area used as a frame of reference for measurement. The y axis is usually the vertical axis and contains data. The x-axis is usually the horizontal axis and contains categories. A label can be added to both X and Y axes on charts using the Chart elements drop down menu.
Bar chart	A chart type which displays different categories of data with rectangular bars. They can be plotted vertically or horizontally.
Border	A decorative line that can be applied to worksheet cells or objects, such as charts, pictures, or text boxes. Borders distinguish, emphasize, or group items.
Budget spreadsheet	A budget spreadsheet in Excel shows a listing of your income (money coming in) and outgoings/expenditure (money going out) and calculates the difference between the two. Budgets are often used to check if costs are too high or if an individual can afford to put money into savings.
Cell	A box in a spreadsheet grid identified by a reference, such as A1, B1 and so on.
Cell alignment	Formatting of text/data within each cell in relation to the margins or edge of the page, for example centred or left aligned.
Cell reference	The column letter and the row number of a cell, e.g. A4.
Chart	Represent spreadsheet data visually e.g., as a bar chart, line graph or pie chart.
Column	A column is a vertical set of cells represented by a letter in spreadsheets.
Currency format	The format of monetary values in selected cells shown in currency format e.g., £, $ etc.
Data labels	A label that provides additional information about a data marker, which represents a single data point or value that originates from a datasheet cell.
Decimal place	Number values in cells such as currency can be amended to display the value to specified place value, e.g., currency to 2 decimal places.
Excel	A spreadsheet editor by Microsoft.

Next steps

Express interest

Gain approval

Attend on boarding sessions

Deliver!

New - Become Recognised
Existing - Qualification Approval

gateway
qualifications

Business Development

Chris Deeprose
Email Chris here or call
T: 01206 911242   M: 07920 027 375

Rory Munro
Email Rory here or call
T: 01206 911245   M: 07740 180 022

Michelle Sparkes
Email Michelle here or call
T: 01206 911 243   M: 07920 027 370
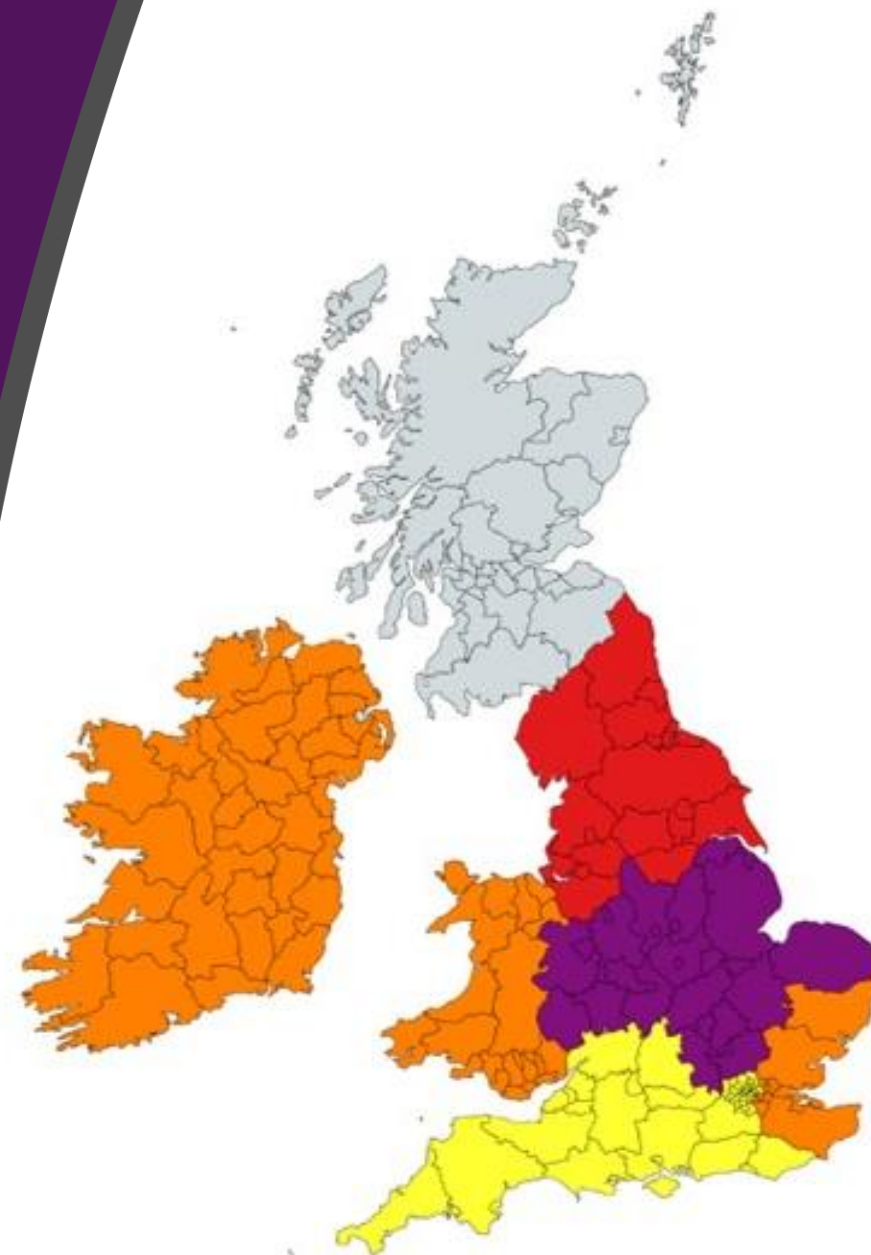
John Hamilton
Email John here or call
T: 01206 911 246   M: 07498 903029

Paul Saunders
Email Paul here or call
T: 01206 911204   M: 07734 556008

gateway qualifications

How to find the resources in Prism

gateway
qualifications

Questions?

01206 911 211

@GatewayQuals

www.gatewayqualifications.org.uk

enquiries@gatewayqualifications.org.uk

gateway
qualifications

Contact us

🌐 https://www.gatewayqualifications.org.uk/

✉ enquiries@gatewayqualifications.org.uk

📞 01206 911 211

🐦 GatewayQuals

in Gateway Qualifications