

# 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

