BSBCMN214A Create and use simple spreadsheets

Element 3. Produce spreadsheets

Performance Criteria
3.1 Data is entered, checked and amended in accordance with organizational and task requirements

Range Statement
Checking may include:
- Proofreading
- Accuracy of data
- Spelling, electronically and otherwise
- Accuracy of formulae with calculator

Evidence guide
Underpinning skills:
- Computer literacy
- Keyboarding skills
- Literacy skills in relation to spelling correctly
- Numeracy skills in relation to creating and using spreadsheet formulae

Literacy and numeracy skills might be referred to in the Range Statement/Range of Variables or the Evidence Guide. You might find them in the Underpinning Skills and Knowledge sections, for example.