

Unit 42:

Spreadsheet Modelling

Unit code:

Y/601/6637

QCF Level 3:

BTEC Nationals

Credit value:

10

Guided learning hours: 60

● Aim and purpose

To enable learners to use complex spreadsheet modelling in order to support organisational activities such as credit control, sales forecasting and stock analysis.

● Unit introduction

Spreadsheets are key software for many businesses and organisations, helping them to keep track of numerical information and analyse it quickly and more easily than with paper records.

Accounting and finance use spreadsheets to record the transactions made by organisations. They have replaced manual pages in ledgers, where income and expenditure are organised into rows and columns. Users can make use of inbuilt functionality to help them to understand the data without needing specialist mathematical skills.

Utilities such as ordering, sorting and filtering will show the same data in different ways. Charts and graphs help to display information more visually. Complex calculations can be carried out using library functions or users can choose to create their own formulae.

One of the main advantages of spreadsheet software is that it can be customised with buttons and macros. IT practitioners can use many features, for example to restrict user access to whole workbooks, spreadsheets or parts of spreadsheets.

Spreadsheets can be saved in a number of different formats. The most useful format is comma separated value (csv), as this particular format can be read by many applications which means that data created in one type of spreadsheet software can be exported easily to other programs. This technology enables organisations to be more knowledgeable about their own activities. This, in turn, allows managers to make decisions more quickly which can lead to organisations gaining competitive advantage.

As IT practitioners, learners will need to be able to use spreadsheet software competently as well as being able to support users as part of a technical or helpdesk role.

● Learning outcomes

On completion of this unit a learner should:

- 1 Understand how spreadsheets can be used to solve complex problems
- 2 Be able to develop complex spreadsheet models
- 3 Be able to automate and customise spreadsheet models
- 4 Be able to test and document spreadsheet models.

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Craig W. Holden

Unit 42 Btec It Spreadsheet Modelling:

Spreadsheet Modelling Best Practice Nick Read, Jonathan Batson, PricewaterhouseCoopers LLP., 1999

Spreadsheet Modeling & Decision Analysis Cliff T. Ragsdale, 2007 Accompanying CD ROMs have titles Student CD Microsoft Office Project Server 2003 Microsoft Office Project Professional 2003 Model Electronic Spreadsheet Modelling for Business and Education R. J. Tjerkstra, 1987 **Spreadsheet Modelling for Finance** Hovey, 2005 The second edition of this Australian text and its accompanying website aim to help students apply their acquired knowledge to excel spreadsheet modelling and to prepare them for entry into the world of business and finance

Spreadsheet Modeling and Decision Analysis Cliff T. Ragsdale, 1995 Spreadsheet Modeling & Decision Analysis Cliff T. Ragsdale, 2004 CD ROM contains Crystal Ball 2000 2 Professional Student Edition ProblemSolver for Education v 5 Tree Plan v1 64 and manual and data files for examples cases and projects *Structured Spreadsheet Modelling and Implementation* Paul Mireault, 2017-03-20 Learn how to create spreadsheets that are easy to understand easy to explain to colleagues bosses or clients and easy to modify

Spreadsheet Modeling for Business Decisions John F. Kros, 2018 **Spreadsheet Modeling in the Fundamentals of Corporate Finance: Break-Even Analysis** Craig W. Holden, 2002

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