BSBTEC302

ASSESSOR GUIDE

Design and produce spreadsheets

Assessment 1 of 5

Short answer questions

Version 1 2022

Assessment Details

Task overview

This assessment task consists of eleven (11) short answer questions. Read each question carefully before typing your response in the space provided.

Additional resources and supporting documents

To complete this assessment, you will need:

–   Access to your learning materials

–   Access to a computer and internet

–   Access to Microsoft Word (or a similar program)

Assessment Information

Submission

You are entitled to three (3) attempts to complete this assessment satisfactorily. Incomplete assessments will not be marked and will count as one of your three attempts.

All questions must be responded to correctly to be assessed as satisfactory for this assessment.

Answers must be typed into the space provided and submitted electronically via the LMS. Hand-written assessments will not be accepted unless previously arranged with your assessor.

Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:

1.   the processes for conducting the assessment (e.g. allowing additional time)
2.   the evidence gathering techniques (e.g. oral rather than written questioning, use of a scribe, modifications to equipment)

However, the evidence collected must allow the student to demonstrate all requirements of the unit.

Refer to the Student Handbook or contact your Trainer for further information.

Please consider the environment before printing this assessment.

Short Answer Questions

Question 1

Explain why it is important to take regular breaks when working at a computer workstation.

[50-100 words]

Assessor instructions: Students must specify why it is important to take regular breaks when working at a computer workstation.

A sample answer that could be provided is shown below, however student answers may vary:

The student's response must include the following as a minimum:

- taking regular short breaks for rest and movement is an important part of caring for your body at work
- staying in the same position and using the same muscles for hours at a time is not good for your back or neck, leading to the feeling of being tense across your shoulders, back, neck and arms.
- The student's response may also include:
- there is evidence suggesting that prolonged sitting increases the risk of cancer and cardiovascular disease
- the amount of time spent sitting remains a risk, even if you exercise regularly.

Question 2

How often should you take a rest break when working at a computer?

[10-20 words]

Assessor instructions: Students must specify how often they should take a break when working at a computer.

A sample answer that could be provided is shown below, however student answers may vary:

Response must demonstrate that a brief rest break should be taken every 30 to 60 minutes.

Question 3

Describe a three activities which can be undertaken to take short breaks throughout the work period.

[10-30 words]

Assessor instructions: Students must describe a minimum of three activities which can be undertaken to take short breaks throughout the work period.

A sample answer that could be provided is shown below, responses may vary but should paraphrase the model answers.

The student's response should include three of the following activities:

- standing up and stretching
- taking micro pauses, for example, moving one's hand off the mouse or keyboard when not in use
- exercises such as neck tilt, shoulder roll and/or backward shoulder press, etc.
- standing up to read a document or talk on the telephone
- moving around and doing something different such as getting a drink of water or a cup of tea
- having a standing or walking meeting
- conducting administrative tasks away from the workstation
- walking over to talk to someone rather than emailing them
- going for a quick walk around the building
- using sit/stand workstations.

Question 4

Identify three [3] key elements that should be included in an organisational policy and procedure relating to ergonomics in the workplace.

[10-20 words]

Assessor instructions: Students must identify three [3] key elements that should be included in an organisational policy and procedure relating to ergonomics in the workplace.

A sample answer that could be provided is shown below, responses may vary but should paraphrase the model answers.

The student's response must address any three of the following key elements:

- relevant Commonwealth, state or territory legislation
- responsibilities of employers and employees
- assessing risks associated with ergonomics
- employee workstation evaluations
- employee training on workstation hazard identification
- effective ergonomic principles on work design and ergonomic equipment
- effective principles in relation to a safety culture.

SWIN BUR NE

OPEN ED

Question 5

Outline five (5) techniques that can be implemented to conserve resources in an office environment.

(50 words)

Assessor instructions: Students must outline five (5) techniques that can be implemented to conserve resources located in an office environment.

A sample answer that could be provided is shown below, responses may vary but should paraphrase the model answers.

Responses must address five of the following techniques:

- Use office supplies that contain recycled materials and nontoxic products, such as paper and markers.
- Staff communications to be electronic, not paper based.
- Use electronic scheduling, inventory management and record keeping systems.
- Limit photocopy machine use and use refillable or reusable toner cartridges.
- Encourage double sided printing and a 'think before you print' campaign – is there a reason you need a printout of the document?
- Ensure office equipment and computers are powered down after hours.
- Make use of 'power save' modes on equipment.
- Office equipment and appliances are to be energy efficiency models (energy star rating).
- Recycle or donate computers that are no longer needed.
- Encourage the use of laptops which tend to be more energy efficient than personal computers/PCs.
- Use PowerPoint for presentations rather than printed notes.
- Encourage staff to turn off lights when not in use.

Question 6

Think about typical features of organisational guidelines on spreadsheet design and use. Then, list at three such features.

(50 words)

Assessor instructions: Students are required to consider typical features of organisational guidelines on spreadsheet design and use. Students must specify at least three such features.

A sample answer that could be provided is shown below, responses may vary but should paraphrase the model answers.

Responses must address three of the following features:

- spreadsheet use such as storage of information, i.e., data of people, phone numbers, and other contact details
- required output, i.e., data
- reporting requirements such as applicable legislation, rules, regulations, etc.
- presentation requirements and the use of templates
- formatting requirements, for example, to improve readability
- data layout such as charts, tables, graphs, etc.
- naming conventions, i.e., correct and reliable worksheet name.

Question 7

List one (1) organisational policy or procedure that directly relates to the design or use of spreadsheets.

(10 words)

Assessor instructions: Students must indicate one organisational policy or procedure directly related to the presentation and readability of complex spreadsheets.

A sample answer that could be provided is shown below, responses may vary but should paraphrase the model answers.

Student response must include one of the following policies or procedures:

- style guide
- procedures manuals/quality manuals
- templates for spreadsheet development, for example:
- font types
- forms
- headers and footers
- headings
- page formats and reports, etc.

Question 8

Imagine that you are conducting a computer workstation assessment about ergonomics. Then, provide a summary of five (5) key aspects you would examine as part of the assessment, for example, keyboard position.

(50-100 words)

Assessor instructions: Students must summarise at least five (5) key aspects they would examine as part of the assessment. For example, keyboard position.

A sample answer that could be provided is shown below, responses may vary but should paraphrase the model answers.

- The student's response must summarise any five of the following key aspects of the workstation set-up:
- Chair height, seat and back adjustment, such as:
- Sit up straight on the chair, allowing arms to hang loosely by the sides.
- Make a right angle at the elbow and keep the wrist straight.
- The underside of one's hand should now sit naturally on top of the keyboard. If this is not the case, adjust the chair height to enable one's hand to rest on the keyboard.
- Adjust the back in or out, up or down, so that one can feel the lumbar support in the lower curve of the back.
- Ensure the angle of the seat's base is either neutral or tilted slightly forward to ensure the front of the chair is not pushing into one's thighs.
- If the chair has armrests, be sure to position them so that they fit under the desk.
- Footrest positioned: To ensure feet are firmly on the floor.
- Keyboard positioned:
- As central as possible.
- The keyboard is positioned at the same height as the elbows and forearms. Shoulders are relaxed at the side.
- Mouse position: As close as is practical to the keyboard so that both elbows are directly under the shoulders while working.

SWIN BUR *NE*
OPEN ED

Question 9

Using the table below, describe the purpose of the listed calculations.

- Sum Totals
- Averages
- Counts of Values

Assessor instructions: Students must describe the purpose of the listed calculations within the table below.

Students' responses must specify the following key points shown below, responses may vary but should paraphrase the model answers.

Calculation	Description
Sum Totals [15 –30 words]	Response must include the following as a minimum: the sum function allows you to add values you can add individual values, cell references or ranges or a mix of all three. Source: https://support.microsoft.com/en-us/office/sum-function-043e1c7d-7726-4e80-8f32-07b23e057f89 [accessed 27/01/202]
Averages [15 –30 words]	Response must include the following as a minimum: The average function calculates the average (arithmetic mean) of supplied numbers. Source: https://support.microsoft.com/en-us/office/video-average-a-group-of-numbers-6cced0be-ca49-41c8-a3f2-cb89e566ab90 [accessed 27/01/2021]
Counts of Values [15 –30 words]	Response must include the following as a minimum: The count function counts the number of cells that contain numbers; and counts numbers within the list of arguments. Source: https://support.microsoft.com/en-us/office/count-function-a59cd7fc-b623-4d93-87a4-d23bf411294c [accessed 27/01/2021]

SWIN BUR NE
OPEN ED

Question 10

Consider cloud-based and non-cloud-based spreadsheet applications. Then, one to two paragraphs comparing the applications and their key features.

[100-150 words]

Assessor instructions:

Students must consider both cloud-based and non-cloud-based spreadsheet applications. Then, write a minimum of two paragraphs comparing the applications and their key features.

A sample answer that could be provided is shown below, responses may vary but should paraphrase the model answers.

> Response must describe some key features of cloud-based and non-cloud-based spreadsheet applications, such as:
>
> Non-cloud-based spreadsheets are typically straightforward to use and can be accessed for free such as google sheets. Whereas cloud-based software is typically not free however will provide additional benefits when compared to spreadsheets.
>
> Non-cloud-based spreadsheets are easy to use however the chance of human error is very high. Non-cloud-based spreadsheets don't update in real-time and are not easy to update on the go, etc. Whereas cloud-based software can be instantly updated in real-time and automatically.
>
> Negative points of a cloud-based system include that employees are typically faced with change which can be uncomfortable. Therefore, a commitment must be made to any new system application as well as suitable training for all staff members.

Question 11

Describe how you could use some of the key formatting features in a spreadsheet to make it more reader friendly for business users.

[100-150 words]

Assessor instructions:

Students must describe how the key elements of formatting of spreadsheets can make the documents easier to read and more user friendly, responses may vary but should paraphrase the model answers.

> You can use consistent formatting, white space, graphs, and colour to make spreadsheets more reader-friendly.
>
> You can use headings to make content easy to identify], white space to separate elements, and charts to illustrate data. At the same time, colour can visually group like cells or make something stand out.
>
> When a spreadsheet is being created for external use, it is important to stick to the style and branding requirements of the business. Usually, a business will have a style guide that will provide information on how a document will be formatted.
>
> One of the advantages of spreadsheets is that their blank canvas basis allows for complete customisation. Spreadsheets, therefore, can be formatted according to a style guide to appear professional and on-brand.

Assessment submission checklist:

Students must have completed all questions within this assessment before submitting. This includes:

1	11 short answer questions to be completed in the spaces provided.	☐

Congratulations, you have reached the end of Assessment 1!