BSBITU202 Create And Use Spreadsheets

Microsoft Excel 2013

WATSONIA PUBLISHING

INFOCUS COURSEWARE

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❖ **General Description**	This publication has been mapped to the ***BSBITU202 - Create And Use Spreadsheets*** competency. It is designed for users who are keen to learn how to use a spreadsheet application to create a variety of spreadsheet workbooks. This publication is specifically relevant to individuals who perform a range of routine tasks in the workplace.
❖ **Learning Outcomes**	At the completion of this course you should be able to: • navigate your way around ***Microsoft Excel 2013*** • create and work with a new workbook • understand, create and work with formulas and functions • copy and paste data in ***Excel*** • understand and use formula cell referencing • use font formatting techniques • understand and use the number formatting features in ***Excel*** • work with the elements of a worksheet • print your workbook data • create effective charts in ***Microsoft Excel*** • work safely with your computer, consider your impact on the environment and manage files and folders efficiently
❖ **Prerequisites**	BSBITU202 Create And Use Spreadsheets assumes little or no knowledge of Microsoft Excel 2013. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.
❖ **Topic Sheets**	210 topics
❖ **Methodology**	The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.
❖ **Formats Available**	A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence
❖ **Companion Products**	There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at ***www.watsoniapublishing.com***.

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Unit Mapping

This unit describes the skills and knowledge required to correctly create and use spreadsheets and charts using spreadsheet software.

	Performance Criteria	Location
1	**Select and prepare resources**	
1.1	Adjust workspace, furniture and equipment to suit own ergonomic, work organisation and work health and safety (WHS) requirements	Chapter 11: General Computer Operation
1.2	Use energy and resource conservation techniques to minimise wastage in accordance with organisational and statutory requirements	Chapter 11: General Computer Operation
1.3	Identify spreadsheet task requirements and clarify with relevant personnel as required	Generally assumed throughout
2	**Create simple spreadsheets**	
2.1	Ensure data is entered, checked and amended in accordance with organisational and task requirements, to maintain consistency of design and layout	Generally assumed throughout, Chapter 2: Creating a New Workbook
2.2	Format spreadsheet using software functions; to adjust page and cell layout to meet information requirements, in accordance with organisational style and presentation requirements	Chapter 2: Creating a New Workbook, Chapter 6: Font Formatting, Chapter 7: Number Formatting, Chapter 8: Working With a Worksheet, Chapter 9: Printing
2.3	Ensure formulae are used and tested to confirm output meets task requirements, in consultation with appropriate personnel as required	Chapter 2: Creating a New Workbook, Chapter 3: Formulas and Functions, Chapter 4: Copying Data, Chapter 5: Formula Referencing
2.4	Use manuals, user documentation and online help to overcome problems with spreadsheet design and production	Chapter 11: General Computer Operation
3	**Produce simple charts**	
3.1	Select chart type and design that enables valid representation of numerical data and meets organisational and task requirements	Chapter 10: Creating Charts
3.2	Create chart using appropriate data range in the spreadsheet	Chapter 10: Creating Charts
3.3	Modify chart type and layout using formatting features	Chapter 10: Creating Charts
4	**Finalise spreadsheets**	
4.1	Ensure spreadsheet and any accompanying charts are previewed, adjusted and printed in accordance with organisational and task requirements	Chapter 10: Creating Charts, Chapter 9: Printing
4.2	Ensure data input meets designated timelines and organisational requirements for speed and accuracy	Generally assumed throughout
4.3	Name and store spreadsheet in accordance with organisational requirements and exit the application without data loss/damage	Chapter 2: Creating a New Workbook, Chapter 11: General Computer Operation