INFOCUS COURSEWARE

BSBITU304 Produce Spreadsheets

Microsoft Excel 2013

WATSONIA PUBLISHING

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❖ **General Description**	This publication has been mapped to the ***BSBITU304 - Produce Spreadsheets*** competency. It applies to individuals employed in a range of environments who tend to be personally responsible for designing and working with spreadsheets under minimal supervision.
❖ **Learning Outcomes**	At the completion of this course you should be able to: • understand some of the key underlying concepts of spreadsheets • navigate your way around ***Microsoft Excel 2013*** • create and work with a new workbook • understand, create and work with formulas and functions • make changes to data in a workbook • use font formatting techniques • understand and use the number formatting features in ***Excel*** • apply conditional formatting to ranges in a worksheet • work with elements that make up the structure 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**	BSBITU304 Produce 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**	236 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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Practice Exercise Sample

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Unit Mapping

This unit describes the skills and knowledge required to develop spreadsheets through the use of spreadsheet software.

	Performance Criteria	Location
1	**Select and prepare resources**	
1.1	Adhere to ergonomic, work organisation and occupational health and safety requirements	Chapter 12: General Computer Operation
1.2	Use energy and resource conservation techniques to minimise wastage	Chapter 12: General Computer Operation
1.3	Identify spreadsheet task requirements in relation to data entry, storage, output and presentation	Generally assumed throughout, Chapter 1: Spreadsheets
2	**Plan spreadsheet design**	
2.1	Ensure spreadsheet design suits the purpose, audience and information requirements of task	Chapter 1: Spreadsheets
2.2	Ensure spreadsheet design enhances readability and appearance, and meets organisational and task requirements for style and layout	Chapter 1: Spreadsheets, Chapter 3: Creating a New Workbook, Chapter 6: Font Formatting, Chapter 7: Number Formatting, Chapter 8: Conditional Formatting, Chapter 9: Working With a Worksheet, Chapter 10: Printing
2.3	Use style sheets and automatic functions to ensure consistency of design and layout	Chapter 9: Working With a Worksheet, Chapter 8: Conditional Formatting, Chapter 7: Number Formatting, Chapter 6: Font Formatting, Chapter 10: Printing
3	**Create spreadsheet**	
3.1	Ensure data is entered, checked and amended to maintain consistency of design and layout, in accordance with organisational and task requirements	Chapter 3: Creating a New Workbook
3.2	Format spreadsheet using software functions to adjust page and cell layout to meet information requirements, in accordance with organisational style and presentation requirements	Chapter 6: Font Formatting, Chapter 7: Number Formatting, Chapter 8: Conditional Formatting, Chapter 9: Working With a Worksheet
3.3	Ensure formulae are tested and used to confirm output meets task requirements, in consultation with appropriate personnel as required	Chapter 3: Creating a New Workbook, Chapter 4: Formulas and Functions, Chapter 5: Editing in a Workbook
3.4	Use manuals, user documentation and online help to overcome problems with spreadsheet design and production	Chapter 12: General Computer Operation
4	**Produce simple charts**	
4.1	Select chart type and design that enables valid representation of numerical data, and meets organisational and task requirements	Chapter 11: Creating Charts
4.2	Create charts using appropriate data range in spreadsheet	Chapter 11: Creating Charts
4.3	Modify chart type and layout using formatting features	Chapter 11: Creating Charts
5	**Finalise spreadsheets**	
5.1	Preview, adjust and print spreadsheets and any accompanying charts, in accordance with task requirements	Chapter 11: Creating Charts, Chapter 10: Printing
5.2	Ensure data input meets designated timelines and organisational requirements for speed and accuracy	Generally assumed throughout
5.3	Name and store spreadsheet in accordance with organisational requirements and exit the application without data loss/damage	Chapter 12: General Computer Operation, Chapter 9: Working With a Worksheet