



INFOCUS COURSEWARE

# BSBITU402 Develop And Use Complex Spreadsheets

Microsoft Excel 2013



Product Code: INF1168

ISBN: 978-1-925298-36-9

## ❖ General Description

This course has been mapped to the **BSBITU402 - Develop And Use Complex Spreadsheets** competency. It applies to individuals who require skills to create complex spreadsheets to store and retrieve data. They may work as individuals providing administrative support within an enterprise, or may be independently responsible for designing and working with spreadsheets relevant to their own work roles.

## ❖ Learning Outcomes

At the completion of this course you should be able to:

- create more complex formulas and functions
- work with logical function in **Excel**
- use maths functions
- use a variety of **Financial** functions
- use a variety of financial functions
- use the date and time functions to perform calculations
- use a range of lookup and reference functions
- use a range of techniques to work with worksheets
- understand and create simple **PivotTables**
- create and edit a **PivotChart**
- use and format a range of elements and features to enhance charts
- apply a variety of page setup techniques
- import data into **Excel** and export data from **Excel**
- create and use templates in **Microsoft Excel**
- create recorded macros in **Excel**
- use the macro recorder to create a variety of macros
- work safely with your computer, consider your impact on the environment and manage files and folders efficiently

## ❖ Prerequisites

BSBITU402 Develop And Use Complex Spreadsheets assumes some knowledge of Microsoft Excel 2013, as well as fundamental skills in computer operations.

## ❖ Topic Sheets

274 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](http://www.watsoniapublishing.com).

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## Product Information



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## Unit Mapping

This unit describes the skills and knowledge required to use spreadsheet software to complete business tasks and produce complex worksheets.

|          | Performance Criteria   | Location  |
|----------|--|---|
| <b>1</b> | <b>Prepare to develop spreadsheet</b>  |   |
| 1.1      | Organise personal work environment in accordance with ergonomic requirements   | Chapter 17: General Computer Operation  |
| 1.2      | Analyse task and determine specifications for spreadsheets   | Generally assumed throughout  |
| 1.3      | Identify organisational and task requirements of data entry, storage, output, reporting and presentation requirements                            | Generally assumed throughout  |
| 1.4      | Apply work organisation strategies and energy and resource conservation techniques to plan work activities                                       | Chapter 17: General Computer Operation  |
| <b>2</b> | <b>Develop a linked spreadsheet solution</b>   |   |
| 2.1      | Utilise spreadsheet design software functions and formulae to meet identified requirements   | Chapter 1: Complex Formulas, Chapter 2: Logical Functions, Chapter 3: Maths Functions, Chapter 4: Statistical Functions, Chapter 5: Financial Functions, Chapter 6: Date and Time Functions, Chapter 7: Lookup Functions, Chapter 8: Worksheet Techniques |
| 2.2      | Link spreadsheets in accordance with software procedures   | Chapter 8: Worksheet Techniques, Chapter 9: PivotTables, Chapter 10: PivotCharts  |
| 2.3      | Format cells and use data attributes assigned with relative and/or absolute cell references, in accordance with the task specifications          | Chapter 1: Complex Formulas   |
| 2.4      | Test formulae to confirm output meets task requirements  | Generally assumed throughout  |
| <b>3</b> | <b>Automate and standardise spreadsheet operation</b>  |   |
| 3.1      | Evaluate tasks to identify those where automation would increase efficiency  | Chapter 16: Recorder Workshop   |
| 3.2      | Create, use and edit macros to fulfil the requirements of task and automate spreadsheet operation  | Chapter 15: Recorded Macros, Chapter 16: Recorder Workshop  |
| 3.3      | Develop, edit and use templates to ensure consistency of design and layout for forms and reports, in accordance with organisational requirements | Chapter 14: Templates   |
| <b>4</b> | <b>Use spreadsheets</b>  |   |
| 4.1      | Enter, check and amend data in accordance with organisational and task requirements  | Generally assumed throughout, Chapter 1: Complex Formulas, Chapter 2: Logical Functions, Chapter 3: Maths Functions, Chapter 4: Statistical Functions, Chapter 5: Financial Functions, Chapter 6: Date and Time Functions, Chapter 7: Lookup Functions    |
| 4.2      | Import and export data between compatible spreadsheets and adjust host documents, in accordance with software and system procedures              | Chapter 13: Importing and Exporting   |
| 4.3      | Use manuals, user documentation and online help to overcome problems with spreadsheet design and production                                      | Chapter 17: General Computer Operation  |
| 4.4      | Preview, adjust and print spreadsheet in accordance with organisational and task requirements  | Chapter 12: Page Setup  |
| 4.5      | Name and store spreadsheet in accordance with organisational requirements and exit the application without data loss or damage                   | Generally assumed throughout  |
| <b>5</b> | <b>Represent numerical data in graphic form</b>  |   |
| 5.1      | Determine style of graph to meet specified requirements and manipulate spreadsheet data if necessary to suit graph requirements                  | Chapter 11: Charting Techniques   |
| 5.2      | Create graphs with labels and titles from numerical data contained in a spreadsheet file   | Chapter 9: PivotTables, Chapter 11: Charting Techniques   |
| 5.3      | Save, view and print graph within designated timelines   | Chapter 9: PivotTables, Chapter 11: Charting Techniques   |

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