ICTICT105 Operate Spreadsheet Applications

Microsoft Excel 2013

INFOCUS COURSEWARE

WATSONIA PUBLISHING

❖ **General Description**

The skills and knowledge acquired in ICTICT105 Operate Spreadsheet Applications are sufficient to be able to use spreadsheet applications, including creating spreadsheets, formatting data, incorporating charts and objects, and printing spreadsheets. It applies to individuals who perform a range of routine tasks in the workplace under direct supervision or with limited responsibility.

❖ **Learning Outcomes**

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

- create new workbooks in **Microsoft Excel**
- work with workbooks created in **Microsoft Excel**
- format workbooks to enhance their visual appeal
- insert pictures or create charts in a workbook
- print data from workbooks
- customise **Microsoft Excel** workbooks

❖ **Prerequisites**

ICTICT105 Operate Spreadsheet Applications 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**

104 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**.

This information sheet was produced on Wednesday, April 29, 2015 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

AUSTRALIAN MADE & OWNED

Contents

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Unit Mapping

This unit describes the skills and knowledge required to use spreadsheet applications, including creating spreadsheets, formatting data, incorporating charts and objects, and printing spreadsheets.

	Performance Criteria	Location
1	**Create spreadsheets**	
1.1	Open the spreadsheet application, create spreadsheet files and enter numbers, text and symbols into cells according to information requirements	Chapter 1: Creating Workbooks
1.2	Enter simple formulas and functions using cell referencing when required	Chapter 1: Creating Workbooks
1.3	Correct formulas when error messages occur	Chapter 1: Creating Workbooks
1.4	Use a range of common tools during spreadsheet development	Chapter 2: Working With Workbooks
1.5	Edit columns and rows within the spreadsheet	Chapter 2: Working With Workbooks
1.6	Use the auto-fill function to increment data where required	Chapter 2: Working With Workbooks
1.7	Save the spreadsheet to a folder on a storage device	Chapter 2: Working With Workbooks, Chapter 1: Creating Workbooks
2	**Customise basic settings**	
2.1	Adjust page layout to meet user requirements or special needs	Chapter 6: Customising Workbooks
2.2	Open and view different toolbars	Chapter 6: Customising Workbooks
2.3	Change font settings so they are appropriate for the document purpose	Chapter 6: Customising Workbooks
2.4	Change alignment options and line spacing according to spreadsheet formatting features	Chapter 3: Formatting Workbooks
2.5	Format cell to display different styles as required	Chapter 3: Formatting Workbooks
2.6	Modify margin sizes to suit the purpose of the spreadsheets	Chapter 6: Customising Workbooks
2.7	View multiple spreadsheets concurrently	Chapter 6: Customising Workbooks
3	**Format spreadsheet**	
3.1	Use formatting features as required	Chapter 3: Formatting Workbooks
3.2	Copy selected formatting features from another cell in the spreadsheet or from another active spreadsheet	Chapter 3: Formatting Workbooks
3.3	Use formatting tools as required within the spreadsheet	Chapter 3: Formatting Workbooks
3.4	Align information in a selected cell as required	Chapter 3: Formatting Workbooks
3.5	Insert headers and footers using formatting features	Chapter 3: Formatting Workbooks
3.6	Save spreadsheet as another file type	Chapter 2: Working With Workbooks
3.7	Save to storage device and close spreadsheet	Chapter 2: Working With Workbooks
4	**Incorporate object and chart in spreadsheet**	
4.1	Import an object into an active spreadsheet	Chapter 4: Charts and Pictures
4.2	Manipulate imported object by using formatting features	Chapter 4: Charts and Pictures
4.3	Create a chart using selected data the spreadsheet	Chapter 4: Charts and Pictures
4.4	Display selected data in a different chart	Chapter 4: Charts and Pictures
4.5	Modify chart using formatting features	Chapter 4: Charts and Pictures
5	**Print spreadsheet**	
5.1	Preview spreadsheet in print preview mode	Chapter 5: Printing Workbooks
5.2	Select basic printer options	Chapter 5: Printing Workbooks
5.3	Print spreadsheet or selected part of spreadsheet	Chapter 5: Printing Workbooks
5.4	Submit the spreadsheet to the appropriate person for approval or feedback	Chapter 5: Printing Workbooks