



INFOCUS COURSEWARE

BSBITU202 Create And Use Spreadsheets

Microsoft Excel 2016



Product Code: INF1742

ISBN: 978-1-925526-17-2

❖ 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 2016**
- create and work with a new workbook
- understand and work with ranges in a worksheet
- 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**
- make changes to data in a workbook
- align the contents of cells in a number of ways
- work with elements that make up the structure of a worksheet
- use a range of find and replace techniques
- sort data in a list in a worksheet
- print your workbook data
- apply a variety of page setup techniques
- create effective charts in **Microsoft Excel**
- create a range of common charts
- work safely with your computer, consider your impact on the environment and manage files and folders efficiently
- obtain help for **Excel** whenever you need it

❖ Prerequisites

BSBITU202 Create And Use Spreadsheets assumes little or no knowledge of Microsoft Excel 2016. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

218 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



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❖ 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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Product Information



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- How Excel 2016 Works
- Using the Ribbon
- Using Ribbon Key Tips
- Understanding the Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Understanding the Quick Access Toolbar
- Understanding the Status Bar
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- Challenge Exercise
- Challenge Exercise Workspace

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Finding and Replacing

- Understanding Find and Replace Operations





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Sorting Data

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Performing an Alphabetical Sort
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Understanding Printing
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General Computer Operation

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Breaks and Exercises
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Challenge Exercise
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Getting Help

Understanding How Help Works
Using Tell Me
Accessing the Help Window
Navigating the Help Window
Using Google to Get Help
Printing a Help Topic
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Challenge Exercise
Challenge Exercise Workspace



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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 18: General Computer Operation
1.2	Use energy and resource conservation techniques to minimise wastage in accordance with organisational and statutory requirements	Chapter 18: 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 7: Font Formatting, Chapter 8: Number Formatting, Chapter 9: Editing in a Workbook, Chapter 10: Cell Alignment, Chapter 11: Working With a Worksheet, Chapter 12: Finding and Replacing, Chapter 13: Sorting Data, Chapter 14: Printing, Chapter 15: Page Setup
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: Selecting Ranges, Chapter 4: Formulas and Functions, Chapter 5: Copying Data, Chapter 6: Formula Referencing
2.4	Use manuals, user documentation and online help to overcome problems with spreadsheet design and production	Chapter 19: Getting Help
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 16: Creating Charts, Chapter 17: Common Chart Types
3.2	Create chart using appropriate data range in the spreadsheet	Chapter 16: Creating Charts, Chapter 17: Common Chart Types
3.3	Modify chart type and layout using formatting features	Chapter 16: Creating Charts, Chapter 17: Common Chart Types
4	Finalise spreadsheets	
4.1	Ensure spreadsheet and any accompanying charts are previewed, adjusted and printed in accordance with organisational and task requirements	Chapter 16: Creating Charts, Chapter 17: Common Chart Types, Chapter 14: Printing, Chapter 15: Page Setup
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 18: General Computer Operation



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