BSBITU402 Develop And Use Complex Spreadsheets

Microsoft Excel 2016

INFOCUS COURSEWARE

WATSONIA PUBLISHING

❖ **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
- use logical functions to test whether a statement is true or false
- use maths functions to solve complex problems
- use a variety of statistical functions
- use a variety of financial functions to perform calculations
- 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
- use data linking to create more efficient workbooks
- understand and create simple *PivotTables*
- construct and operate *PivotTables* using some of the more advanced techniques
- create and edit a *PivotChart*
- use a range of elements and features to enhance charts
- select and change the format of objects in a chart
- 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
- obtain help for *Excel* whenever you need it

❖ **Prerequisites**

BSBITU402 Develop And Use Complex Spreadsheets assumes some knowledge of Microsoft Excel 2016, as well as fundamental skills in computer operations.

❖ **Topic Sheets**

278 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

Product Information

AUSTRALIAN MADE & OWNED

INFOCUS COURSEWARE

WP: WATSONIA PUBLISHING

❖ **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*.

Product Information

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Contents

Product Information

PivotTable Features
Using Compound Fields
Counting in a PivotTable
Formatting PivotTable Values
Working With PivotTable Grand Totals
Working With PivotTable Subtotals
Finding the Percentage of Total
Finding the Difference From
Grouping in PivotTable Reports
Creating Running Totals
Creating Calculated Fields
Providing Custom Names
Creating Calculated Items
PivotTable Options
Sorting in a PivotTable
Challenge Exercise
Challenge Exercise Sample

PivotCharts
Inserting a PivotChart
Defining the PivotChart Structure
Changing the PivotChart Type
Using the PivotChart Filter Field Buttons
Moving PivotCharts to Chart Sheets
Challenge Exercise
Challenge Exercise Sample

Chart Elements
Understanding Chart Elements
Adding a Chart Title
Adding Axes Titles
Repositioning the Legend
Showing Data Labels
Showing Gridlines
Formatting the Chart Area
Adding a Trendline
Adding Error Bars
Adding a Data Table
Challenge Exercise
Challenge Exercise Sample

Chart Object Formatting
Understanding Chart Formatting
Selecting Chart Objects
Using Shape Styles
Changing Column Colour Schemes
Changing the Colour of a Series
Changing Line Chart Colours
Using Shape Effects
Colouring the Chart Background

Understanding the Format Pane
Using the Format Pane
Exploding Pie Slices
Changing Individual Bar Colours
Challenge Exercise
Challenge Exercise Sample

Page Setup
Strategies for Printing Worksheets
Understanding Page Layout
Using Built in Margins
Setting Custom Margins
Changing Margins by Dragging
Centring on a Page
Changing Orientation
Specifying the Paper Size
Setting the Print Area
Clearing the Print Area
Inserting Page Breaks
Using Page Break Preview
Removing Page Breaks
Setting a Background
Clearing the Background
Settings Rows as Repeating Print Titles
Clearing Print Titles
Printing Gridlines
Printing Headings
Scaling to a Percentage
Fit to a Specific Number of Pages
Challenge Exercise
Challenge Exercise Sample

Importing and Exporting
Understanding Data Importing
Importing From an Earlier Version
Understanding Text File Formats
Importing Tab Delimited Text
Importing Comma Delimited Text
Importing Space Delimited Text
Importing Access Data
Working With Connected Data
Unlinking Connections
Exporting to Microsoft Word
Exporting Data as Text
Challenge Exercise
Challenge Exercise Sample

Templates
Creating a Template
Using a Template
Modifying a Template

Challenge Exercise
Challenge Exercise Sample

Recorded Macros
Understanding Excel Macros
Setting Macro Security
Saving a Document as Macro Enabled
Recording a Simple Macro
Running a Recorded Macro
Relative Cell References
Running a Macro With Relative References
Viewing a Macro
Editing a Macro
Assigning a Macro to the Toolbar
Running a Macro From the Toolbar
Assigning a Macro to the Ribbon
Assigning a Keyboard Shortcut to a Macro
Deleting a Macro
Copying a Macro
Challenge Exercise
Challenge Exercise Sample

Recorder Workshop
Preparing Data for an Application
Recording a Summation Macro
Recording Consolidations
Recording Divisional Macros
Testing Macros
Creating Objects to Run Macros
Assigning a Macro to an Object
Challenge Exercise
Challenge Exercise Sample

General Computer Operation
Risks and Hazards in the Office
Setting Up an Ergonomic Workstation
Breaks and Exercises
Reducing Paper Wastage
Environmentally Friendly Computing
Backup Procedures
Challenge Exercise
Challenge Exercise Workspace

Getting Help
Understanding How Help Works
Using Tell Me
Accessing the Help Window
Navigating the Help Window

Product Information

BSBITU402 Develop And Use Complex Spreadsheets

Microsoft Excel 2016

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Using Google to Get Help
Printing a Help Topic
Other Sources of Assistance
Challenge Exercise
Challenge Exercise Workspace

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
1	**Prepare to develop spreadsheet**	
1.1	Organise personal work environment in accordance with ergonomic requirements	Chapter 20: 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 20: General Computer Operation
2	**Develop a linked spreadsheet solution**	
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 10: PivotTables, Chapter 12: 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
3	**Automate and standardise spreadsheet operation**	
3.1	Evaluate tasks to identify those where automation would increase efficiency	Chapter 19: Recorder Workshop
3.2	Create, use and edit macros to fulfil the requirements of task and automate spreadsheet operation	Chapter 18: Recorded Macros, Chapter 19: 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 17: Templates
4	**Use spreadsheets**	
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 16: Importing and Exporting
4.3	Use manuals, user documentation and online help to overcome problems with spreadsheet design and production	Chapter 21: Getting Help
4.4	Preview, adjust and print spreadsheet in accordance with organisational and task requirements	Chapter 15: 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
5	**Represent numerical data in graphic form**	
5.1	Determine style of graph to meet specified requirements and manipulate spreadsheet data if necessary to suit graph requirements	Chapter 13: Chart Elements, Chapter 14: Chart Object Formatting
5.2	Create graphs with labels and titles from numerical data contained in a spreadsheet file	Chapter 10: PivotTables, Chapter 13: Chart Elements, Chapter 14: Chart Object Formatting
5.3	Save, view and print graph within designated timelines	Chapter 10: PivotTables, Chapter 13: Chart Elements, Chapter 14: Chart Object Formatting