



INFOCUS COURSEWARE

ICTICT105 Operate Spreadsheet Applications

Microsoft Excel 2016



Product Code: INF1764

ISBN: 978-1-925526-34-9

❖ 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**
- understand, create and work with formulas and functions
- work with workbooks created in **Microsoft Excel**
- copy and paste data in **Excel**
- save workbooks in a variety of formats
- use font formatting techniques
- align the contents of cells in a number of ways
- create and work with headers and footers
- insert pictures or create charts in a workbook
- print data from workbooks
- customise **Microsoft Excel** workbooks
- apply a variety of page setup techniques
- modify **Excel** options

❖ Prerequisites

ICTICT105 Operate Spreadsheet Applications 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

112 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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Product Information



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Creating Workbooks

- How Spreadsheets Work
- What a Spreadsheet Can Do
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- Personalising Excel
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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, Chapter 2: Formulas and Functions
1.2	Enter simple formulas and functions using cell referencing when required	Chapter 1: Creating Workbooks, Chapter 2: Formulas and Functions
1.3	Correct formulas when error messages occur	Chapter 1: Creating Workbooks, Chapter 2: Formulas and Functions
1.4	Use a range of common tools during spreadsheet development	Chapter 3: Working With Workbooks, Chapter 4: Copying Data
1.5	Edit columns and rows within the spreadsheet	Chapter 3: Working With Workbooks
1.6	Use the auto-fill function to increment data where required	Chapter 3: Working With Workbooks
1.7	Save the spreadsheet to a folder on a storage device	Chapter 5: Saving Workbooks
2	Customise basic settings	
2.1	Adjust page layout to meet user requirements or special needs	Chapter 11: Customising Workbooks, Chapter 12: Page Setup
2.2	Open and view different toolbars	Chapter 11: Customising Workbooks
2.3	Change font settings so they are appropriate for the document purpose	Chapter 12: Page Setup, Chapter 13: Setting Excel Options
2.4	Change alignment options and line spacing according to spreadsheet formatting features	Chapter 6: Font Formatting, Chapter 7: Cell Alignment
2.5	Format cell to display different styles as required	Chapter 6: Font Formatting, Chapter 7: Cell Alignment
2.6	Modify margin sizes to suit the purpose of the spreadsheets	Chapter 12: Page Setup
2.7	View multiple spreadsheets concurrently	Chapter 11: Customising Workbooks
3	Format spreadsheet	
3.1	Use formatting features as required	Chapter 6: Font Formatting, Chapter 7: Cell Alignment
3.2	Copy selected formatting features from another cell in the spreadsheet or from another active spreadsheet	Chapter 6: Font Formatting, Chapter 7: Cell Alignment
3.3	Use formatting tools as required within the spreadsheet	Chapter 6: Font Formatting, Chapter 7: Cell Alignment
3.4	Align information in a selected cell as required	Chapter 7: Cell Alignment
3.5	Insert headers and footers using formatting features	Chapter 8: Headers and Footers
3.6	Save spreadsheet as another file type	Chapter 5: Saving Workbooks
3.7	Save to storage device and close spreadsheet	Chapter 5: Saving Workbooks
4	Incorporate object and chart in spreadsheet	
4.1	Import an object into an active spreadsheet	Chapter 9: Charts and Pictures
4.2	Manipulate imported object by using formatting features	Chapter 9: Charts and Pictures
4.3	Create a chart using selected data the spreadsheet	Chapter 9: Charts and Pictures
4.4	Display selected data in a different chart	Chapter 9: Charts and Pictures
4.5	Modify chart using formatting features	Chapter 9: Charts and Pictures
5	Print spreadsheet	
5.1	Preview spreadsheet in print preview mode	Chapter 10: Printing Workbooks
5.2	Select basic printer options	Chapter 10: Printing Workbooks
5.3	Print spreadsheet or selected part of spreadsheet	Chapter 10: Printing Workbooks
5.4	Submit the spreadsheet to the appropriate person for approval or feedback	Chapter 10: Printing Workbooks

