BSBITU314 Design And Produce Spreadsheets

Microsoft Excel 2016

INFOCUS COURSEWARE

WATSONIA PUBLISHING

Product Code: INF1846 ISBN: 978-1-925873-76-4

General Description

This publication has been mapped to the ***BSBITU314 - Design And Produce Spreadsheets*** competency. It applies to individuals employed in a range of environments who tend to be personally responsible for designing and working with spreadsheets under minimal supervision.

Learning Outcomes

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

- understand some of the key underlying concepts of spreadsheets
- understand points to consider to avoid problems in your worksheets
- 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***
- make changes to data in a workbook
- understand and use formula cell referencing
- use font formatting techniques
- understand and use the number formatting features in ***Excel***
- apply conditional formatting to ranges in a worksheet
- work with elements that make up the structure of a worksheet
- align the contents of cells in a number of ways
- save workbooks in a variety of formats
- print your workbook data
- apply a variety of page setup techniques
- create and work with headers and footers
- create effective charts in ***Microsoft Excel***
- use a range of elements and features to enhance charts
- obtain help for ***Excel*** whenever you need it

Prerequisites

BSBITU314 Design And Produce 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

244 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

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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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Unit Mapping

This unit describes the skills and knowledge required to develop spreadsheets through the use of spreadsheet software.

	Performance Criteria	Location
1	**Select and prepare resources**	
1.1	Identify spreadsheet task purpose and audience	Generally assumed throughout, Chapter 1: Spreadsheets, Chapter 2: A Guide to Brilliant Spreadsheets
1.2	Identify spreadsheet task requirements in relation to data entry, storage, output and presentation format	Generally assumed throughout, Chapter 1: Spreadsheets, Chapter 4: Creating a New Workbook, Chapter 15: Saving Workbooks, Chapter 16: Printing
1.3	Select most appropriate application to produce spreadsheet, in accordance with available resources and organisational policies	Chapter 1: Spreadsheets
2	**Plan spreadsheet design**	
2.1	Ensure spreadsheet design suits purpose, audience and information requirements of task	Chapter 1: Spreadsheets
2.2	Ensure spreadsheet design enhances readability and appearance, and meets organisational and task requirements for style and layout	Chapter 1: Spreadsheets, Chapter 4: Creating a New Workbook, Chapter 10: Font Formatting, Chapter 11: Number Formatting, Chapter 12: Conditional Formatting, Chapter 13: Working With a Worksheet, Chapter 14: Cell Alignment, Chapter 15: Saving Workbooks, Chapter 16: Printing, Chapter 17: Page Setup, Chapter 18: Headers and Footers
2.3	Use available application functions to ensure consistency of design and layout, adhering to organisational and task requirements	Chapter 13: Working With a Worksheet, Chapter 14: Cell Alignment, Chapter 15: Saving Workbooks, Chapter 12: Conditional Formatting, Chapter 11: Number Formatting, Chapter 10: Font Formatting, Chapter 16: Printing, Chapter 17: Page Setup, Chapter 18: Headers and Footers
3	**Create spreadsheet**	
3.1	Enter data, check and amend to maintain consistency of design and layout, in accordance with organisational and task requirements	Chapter 4: Creating a New Workbook
3.2	Format spreadsheet using application functions to adjust page and cell layout to meet information requirements, in accordance with organisational style and presentation requirements	Chapter 10: Font Formatting, Chapter 11: Number Formatting, Chapter 12: Conditional Formatting, Chapter 13: Working With a Worksheet, Chapter 14: Cell Alignment, Chapter 15: Saving Workbooks
3.3	Ensure formulae are tested and used to confirm output meets task requirements, in consultation with appropriate personnel as required	Chapter 4: Creating a New Workbook, Chapter 5: Selecting Ranges, Chapter 6: Formulas and Functions, Chapter 7: Copying Data, Chapter 8: Editing in a Workbook, Chapter 9: Formula Referencing
3.4	Use relevant help functions to overcome intermediate-level issues with spreadsheet design and production	Chapter 21: Getting Help
4	**Produce intermediate-level charts**	
4.1	Select chart type and design that offers analysis of numerical data, and meets organisational and task requirements	Chapter 19: Creating Charts, Chapter 20: Chart Elements
4.2	Create charts using appropriate data range in spreadsheet	Chapter 19: Creating Charts, Chapter 20: Chart Elements
4.3	Modify chart type and layout using formatting features, adhering to organisational and task requirements	Chapter 19: Creating Charts, Chapter 20: Chart Elements
5	**Finalise spreadsheets**	
5.1	Review and edit final spreadsheet and any accompanying charts, and prepare for delivery in accordance with task requirements	Chapter 19: Creating Charts, Chapter 20: Chart Elements, Chapter 16: Printing, Chapter 17: Page Setup, Chapter 18: Headers and Footers
5.2	Deliver document to relevant audience within designated timelines and in accordance with organisational requirements for speed and accuracy	Generally assumed throughout
5.3	Name and store spreadsheet in accordance with organisational requirements and exit the application without data loss/damage	BGC1604, Chapter 13: Working With a Worksheet, Chapter 14: Cell Alignment, Chapter 15: Saving Workbooks

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