



Create and Use Spreadsheets BSBITU202A - Microsoft Excel 2007

General Description	This publication has been mapped to the <i>BSBITU202A Create and Use Spreadsheets</i> competency and as such the skills and knowledge acquired by working through this publication are consistent with those required in the competency criteria and range statements.
Learning Outcomes	<p>At the completion of <i>BSBITU202A Create and Use Spreadsheets</i> you should be able to:</p> <ul style="list-style-type: none"> • work within the basic Excel environment • create a new workbook • understand and work with ranges in a worksheet • understand, create and work with formulas and functions used to perform calculations • copy and paste data in Excel • understand and use formula cell referencing to create more complex formulas • use font formatting techniques to greatly enhance the look of a worksheet • understand and use the number formatting features in Excel • align the contents of cells in a number of ways • work with various elements of a worksheet • sort data in a list in a worksheet • print your workbook data • apply a variety of page setup techniques • use a range of find and replace techniques • make changes to data in a workbook • create effective charts in Microsoft Excel • create a range of common charts • find the information you need in Help • work comfortably and safely, be assured that you are a responsible environmental citizen, and effectively manage your files and folders
Competency Assessment	The publication contains a series of <i>Challenge Exercises</i> that will help students practise their competence as they work through the manual or they be used for assessment purposes. It also contains an <i>Integrated Assignment</i> which is a scenario based series of tasks that can be used by the teacher/trainer to test the students understanding and competence.
Pages	296 pages
Nominal Unit Duration	30 Hours
Student Files	Student files can be downloaded free of charge from our web site at www.watsoniapublishing.com . A copy of these files can also be found on the <i>Teacher Resource CD</i> for this publication.
Teacher Resources	A <i>Teacher Resource CD</i> which includes <i>Teacher's Handbook</i> , <i>Solutions Handbook</i> , competency mappings, test bank questions, survey forms and questionnaires, etc) is available for this publication
Companion Publications	There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com .





Create and Use Spreadsheets

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VET Resources



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Changing Margins By Dragging
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Integrated Assignment

Concluding Remarks



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