Develop and Use Complex Spreadsheets
BSBITU402A - Microsoft Excel 2007

General Description	This publication has been mapped to the *BSBITU402A Develop and Use Complex Spreadsheets* 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	At the completion of this course you should be able to: • use a range of formula techniques • use a range of logical functions • use the mathematical functions in Excel • use the statistical function in Excel • use a variety of Financial functions • 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 • use a range of techniques to enhance charts • 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 • 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 *Challenge Exercises* that will help students practise their competence as they work through the manual or they be used for assessment purposes. It also contains an *Integrated Assignment* which is a scenario based series of tasks that can be used by the teacher/trainer to test the students understanding and competence.
Pages	320 pages
Nominal Unit Duration	50 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 *Teacher Resource CD* for this publication.
Teacher Resources	A *Teacher Resource CD* which includes *Teacher's Handbook*, *Solutions Handbook*, 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.

VET Resources

Develop and Use Complex Spreadsheets
BSBITU402A - Microsoft Excel 2007

Contents

VET Resources

VET Resources