



Develop and Use Complex Spreadsheets BSBITU402A - Microsoft Excel 2007

General Description	This publication has been mapped to the <i>BSBITU402A Develop and Use Complex 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 this course you should be able to:</p> <ul style="list-style-type: none"> • 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 <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	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 <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 .



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Contents

Formula Techniques

- Scoping A Formula
- Developing A Nested Function
- Creating Nested Functions
- Editing Nested Functions
- Copying Nested Functions
- Using Concatenation
- Switching To Manual Recalculation
- Forcing A Recalculation
- Pasting Values From Formulas
- Pasting Formulas As Pictures
- Formula Techniques

Logical Functions

- Understanding Logical Functions
- Using IF To Display Text
- Using IF To Calculate Values
- Nesting IF Functions
- Using IFERROR
- Using TRUE And FALSE
- Using AND
- Using OR
- Using NOT
- Logical Functions

Maths Functions

- Understanding Maths Functions
- Using SQRT
- Using ABS
- Using INT
- Using TRUNC
- Using ROUND
- Using ROUNDDOWN And ROUNDUP
- Using ODD And EVEN
- Using CEILING
- Using MROUND
- Using PRODUCT
- Using SUMIF
- Using SUMIFS
- Using SUMPRODUCT
- Maths Functions

Statistical Functions

- Understanding Statistical Functions
- Status Bar Statistics
- Using COUNT And COUNTA
- Using COUNTBLANK
- Using COUNTIF
- Using MODE
- Using MEDIAN
- Using LARGE And SMALL
- Using STDEV
- Using VAR
- Statistical Functions

Financial Functions

- Understanding Financial Functions
- Using PMT
- Using FV
- Using NPV
- Using PV
- Using RATE
- Using EFFECT
- Using NOMINAL
- Financial Functions

Date And Time Functions

- Understanding Date And Time Functions
- Using NOW
- Using HOUR And MINUTE
- Using TODAY
- Calculating Future Dates
- Using DATE
- Using Calendaring Functions
- Using WEEKDAY
- Using WEEKNUM
- Using WORKDAY
- Using EOMONTH
- Date And Time Functions

Lookup Functions

- Understanding Data Lookup Functions
- Using CHOOSE
- Using VLOOKUP
- Using VLOOKUP For Exact Matches
- Using HLOOKUP
- Using INDEX
- Using MATCH
- Understanding Reference Functions
- Using ROW And ROWS
- Using COLUMN And COLUMNS
- Using ADDRESS
- Using INDIRECT
- Using OFFSET
- Lookup Functions

Worksheet Techniques

- Inserting And Deleting Worksheets
- Copying A Worksheet
- Renaming A Worksheet
- Moving A Worksheet
- Hiding A Worksheet
- Unhiding A Worksheet
- Copying A Worksheet To Another Workbook
- Moving A Worksheet To Another Workbook
- Changing Worksheet Tab Colours

- Grouping Worksheets
- Hiding Rows And Columns
- Unhiding Rows And Columns
- Freezing Rows And Columns
- Splitting Windows
- Worksheet Techniques

Data Linking

- Understanding Data Linking
- Linking Between Worksheets
- Linking Between Workbooks
- Updating Links Between Workbooks
- Data Linking

PivotTables

- Understanding Pivot Tables
- Creating A PivotTable Shell
- Dropping Fields Into A PivotTable
- Filtering A PivotTable
- Clearing A Report Filter
- Switching PivotTable Labels
- Formatting A PivotTable
- PivotTables

PivotTable Techniques

- 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 PivotTables
- Creating Running Totals
- Creating Calculated Fields
- Providing Custom Names
- Creating Calculated Items
- PivotTable Options
- Sorting In A PivotTable
- PivotTable Techniques

PivotCharts

- Creating A PivotChart Shell
- Dragging Fields For The PivotChart
- Changing The PivotChart Type
- Using The PivotChart Filter Pane
- Moving PivotCharts To Chart Sheets
- PivotCharts

Charting Techniques

- Understanding Chart Layout Elements
- Adding A Chart Title
- Adding Axes Titles
- Positioning The Legend
- Showing Data Labels





Showing A Data Table
Modifying The Axes
Showing Gridlines
Formatting The Plot Area
Showing The Plot Area
Adding A Trendline
Adding Error Bars
Adding A Text Box To A Chart
Drawing Shapes In A Chart
Charting Techniques

Chart Object Formatting

Understanding Chart Object Formatting
Selecting Chart Elements
Using Shape Styles To Format Objects
Changing Column Colour
Changing Pie Slice Colour
Changing Bar Colours
Changing Chart Line Colours
Using Shape Effects
Filling The Chart Area And The Plot Area
Filling The Background
The Format Dialog Box
Using The Format Dialog Box
Using Themes
Chart Object Formatting

Page Setup

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
Strategies For Printing Larger Worksheets
Page Setup

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
Importing and Exporting

Templates

Creating A Template
Using A Template
Inserting A Worksheet From A Template
Modifying A Template
Templates

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 Keyboard Shortcut To A Macro
Deleting A Macro
Copying A Macro
Tips For Developing Macros
Recorded Macros

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
Recorder Workshop

Getting Help

Understanding How Help Works
Accessing The Help Window
Browsing For Help
Returning To The Home Page
Using The Table Of Contents
Searching Using Keywords
Disconnecting Online Help
Printing A Help Topic
Working With Screen Tips
Dialog Box Help
Other Sources Of Help
Getting Help

General Computer Operation

Setting Up An Ergonomic Workstation
Breaks And Exercises
Reducing Paper Wastage
Environmentally Friendly Computing
Backup Procedures
Electronic File Management

Managing File Folders
Creating A Quick File Listing
General Computer Operation

Integrated Assignment

Concluding Remarks



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