BSBITU202A Create and Use Spreadsheets

Microsoft Excel 2010

WATSONIA PUBLISHING

INFOCUS COURSEWARE

❖ **General Description**

The skills and knowledge acquired in *BSBITU202A Create and Use Spreadsheets* are sufficient to be able to create and use spreadsheet workbooks, enter and edit formulas, create charts, and print reports.

❖ **Learning Outcomes**

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

➢ navigate your way around *Microsoft Excel 2010*
➢ create a new workbook
➢ 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*
➢ work with various elements of a worksheet
➢ print your workbook data
➢ create effective charts in *Microsoft Excel*
➢ work comfortably and safely, be assured that you are a responsible environmental citizen, and effectively manage your files and folders

❖ **Target Audience**

BSBITU202A Create and Use Spreadsheets is designed for users who are keen to learn how to use a spreadsheet application to create a variety of spreadsheet workbooks. This publication is specifically relevant to individuals who perform a range of routine tasks in the workplace.

❖ **Prerequisites**

BSBITU202A Create and Use Spreadsheets assumes little or no knowledge of the *Microsoft Excel 2010*. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ **Pages**

214 pages

❖ **Student Files**

Many of the topics in *BSBITU202A Create and Use Spreadsheets* require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is *INF856*.

❖ **Includes**

This *Unit Workbook* includes:
✓ Competency unit mapping,
✓ Complete and comprehensive learning resources,
✓ Work-related practice exercises designed to allow the student to develop and practice skills and knowledge and to work within designated timeframes,
✓ Comprehensive integrated assessment assignment.

❖ **Formats Available**

❖ *A4* Black and White, *A5* Black and White (quantity order only), *A5* Full Colour (quantity order only), Electronic licence
❖ Available also as a *Reference Booklet* (Product Code: *RB - INF856*)

❖ **Additional Teaching Resources**

A *Teacher Resource CD* is available for this workbook (sold separately) which includes a comprehensive test bank, solutions to all practice exercises and assessment activities, more detailed unit mapping documents, learning and assessment plans, additional assessment activities, and a teacher's handbook.

This information sheet was produced on Wednesday, December 15, 2010 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

Product Information

Contents

➤ Getting To Know Microsoft Excel
- ✓ Starting Microsoft Excel
- ✓ The Excel 2010 Screen
- ✓ How Microsoft Excel 2010 Works
- ✓ Using The Ribbon
- ✓ Using Ribbon Key Tips
- ✓ Understanding The Backstage View
- ✓ Using Short Cut Menus
- ✓ Understanding Dialog Boxes
- ✓ Understanding The Quick Access Toolbar
- ✓ Understanding The Status Bar
- ✓ Exiting Safely From Excel
- ✓ Practice Exercise

➤ Creating A New Workbook
- ✓ Understanding Workbooks
- ✓ Creating A New Workbook
- ✓ Typing Text
- ✓ Typing Numbers
- ✓ Typing Dates
- ✓ Typing Formulas
- ✓ Saving A New Workbook
- ✓ Easy Formulas
- ✓ Checking The Spelling
- ✓ Making Basic Changes
- ✓ Printing A Worksheet
- ✓ Safely Closing A Workbook
- ✓ Practice Exercise

➤ Formulas And Functions
- ✓ Understanding Cells And Ranges
- ✓ Selecting Contiguous Ranges
- ✓ Selecting Non-Contiguous Ranges
- ✓ Understanding Formulas
- ✓ Creating Formulas That Add
- ✓ Creating Formulas That Subtract
- ✓ Formulas That Multiply And Divide
- ✓ Understanding Functions
- ✓ Using The SUM Function To Add
- ✓ Summing Non-Contiguous Ranges
- ✓ Calculating An Average
- ✓ Finding A Maximum Value
- ✓ Finding A Minimum Value
- ✓ More Complex Formulas
- ✓ What If Formulas
- ✓ Practice Exercise

➤ Copying Data
- ✓ Understanding Copying In Excel
- ✓ Using Fill For Quick Copying
- ✓ Copying From One Cell To Another
- ✓ Copying From One Cell To A Range
- ✓ Copying From One Range To Another
- ✓ Copying Relative Formulas
- ✓ Copying To A Non-Contiguous Range
- ✓ Practice Exercise

➤ Formula Referencing
- ✓ Absolute Versus Relative Referencing
- ✓ Relative Formulas
- ✓ Problems With Relative Formulas
- ✓ Creating Absolute References
- ✓ Creating Mixed References
- ✓ Practice Exercise

➤ Font Formatting
- ✓ Understanding Font Formatting
- ✓ Working With Live Preview
- ✓ Changing Fonts
- ✓ Changing Font Size
- ✓ Growing And Shrinking Fonts
- ✓ Making Cells Bold
- ✓ Italicising Text
- ✓ Underlining Text
- ✓ Changing Font Colours
- ✓ Changing Background Colours
- ✓ Using The Format Painter
- ✓ Practice Exercise

➤ Number Formatting
- ✓ Understanding Number Formatting
- ✓ Applying General Formatting
- ✓ Formatting As Currency
- ✓ Formatting Percentages
- ✓ Formatting As Fractions
- ✓ Formatting As Dates
- ✓ Using The Thousands Separator
- ✓ Increasing And Decreasing Decimals
- ✓ Practice Exercise

➤ Working With A Worksheet
- ✓ Understanding Data Editing
- ✓ Overwriting Cell Contents
- ✓ Editing Longer Cells
- ✓ Editing Formulas
- ✓ Clearing Cells
- ✓ Deleting Data In A Cell
- ✓ Understanding Cell Alignment
- ✓ Aligning Right
- ✓ Aligning To The Centre
- ✓ Aligning Left
- ✓ Aligning Top
- ✓ Aligning Bottom
- ✓ Aligning To The Middle
- ✓ Understanding Worksheets
- ✓ Changing Worksheet Views
- ✓ Worksheet Zooming
- ✓ Inserting Cells
- ✓ Deleting Cells
- ✓ Inserting Columns
- ✓ Inserting Rows
- ✓ Deleting Rows And Columns
- ✓ Switching Between Worksheets
- ✓ Understanding Find And Replace Operations
- ✓ Finding Text
- ✓ Finding Cell References In Formulas
- ✓ Replacing Values
- ✓ Understanding Lists
- ✓ Performing An Alphabetical Sort
- ✓ Performing A Numerical Sort
- ✓ Sorting On More Than One Column
- ✓ Practice Exercise

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Curriculum Series 3A

Order Code: INF856   ISBN: 978-1-925349-42-9

Printing

- ✓ Understanding Printing
- ✓ Previewing Before You Print
- ✓ Selecting A Printer
- ✓ Printing A Range
- ✓ Printing An Entire Workbook
- ✓ Specifying The Number Of Copies
- ✓ Understanding Page Layout
- ✓ Using Built-In Margins
- ✓ Centring On A Page
- ✓ Changing Orientation
- ✓ Specifying The Paper Size
- ✓ Setting The Print Area
- ✓ Inserting Page Breaks
- ✓ Using Page Break Preview
- ✓ Setting A Background
- ✓ Settings Rows As Repeating Print Titles
- ✓ Scaling To A Percentage
- ✓ Fit To A Specific Number Of Pages
- ✓ Strategies For Printing Larger Worksheets
- ✓ Practice Exercise

Creating Charts

- ✓ Understanding The Charting Process
- ✓ Choosing The Chart Type
- ✓ Creating A New Chart
- ✓ Working With An Embedded Chart
- ✓ Resizing A Chart
- ✓ Dragging A Chart
- ✓ Printing An Embedded Chart
- ✓ Creating A Chart Sheet
- ✓ Changing The Chart Type
- ✓ Changing The Chart Layout
- ✓ Changing The Chart Style
- ✓ Printing A Chart Sheet
- ✓ Embedding A Chart Into A Worksheet
- ✓ Deleting A Chart
- ✓ Creating A Column Chart
- ✓ Creating A Line Chart
- ✓ Creating A Pie Chart
- ✓ Creating A Bar Chart
- ✓ Creating An Area Chart
- ✓ Creating A Scatter Chart
- ✓ Understanding Other Chart Types
- ✓ Practice Exercise

General Computer Operation

- ✓ Understand How Help Works
- ✓ Accessing The Help Window
- ✓ Browsing For Help
- ✓ Returning To The Home Page
- ✓ Using The Table Of Contents
- ✓ Searching Using Keywords
- ✓ Working With Screen Tips
- ✓ Dialog Box Help
- ✓ Other Sources Of Help
- ✓ Setting Up An Ergonomic Workstation
- ✓ Breaks And Exercises
- ✓ Reducing Paper Wastage
- ✓ Environmentally Friendly Computing
- ✓ Backup Procedures
- ✓ Practice Exercise

Integrated Assignment

Concluding Remarks