INFOCUS COURSEWARE

Curriculum Series 3A

Order Code: INF858   ISBN: 978-1-925349-44-3

❖ **General Description**

The skills and knowledge covered in this publication are sufficient to create real-world workbooks and charts, and to use advanced functions and macros to create automated workbooks.

❖ **Learning Outcomes**

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

➢ use a range of formula techniques
➢ work with logical function in *Excel*
➢ use the mathematical functions in *Excel*
➢ use the statistical functions 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
➢ understand and create simple *PivotTable* reports
➢ create and edit a *PivotChart*
➢ 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
➢ work comfortably and safely, be assured that you are a responsible environmental citizen, and effectively manage your files and folders

❖ **Target Audience**

This publication has been mapped to the *BSBITU402A Develop and Use Complex Spreadsheets* competency and is designed to act as a learning guide covering the technical aspects of the competency. It is primarily designed for people who need to know how to use Microsoft Excel to develop automated and linked workbook solutions.

❖ **Prerequisites**

This publication assumes a basic knowledge of *Microsoft Excel 2010* consistent with the skills and knowledge detailed in the competency *BSBITU304A Produce Spreadsheets*. It would also be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with files, and locate folders.

❖ **Pages**

288 pages

❖ **Student Files**

Many of the topics in this courseware 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 *INF858*.

❖ **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 - INF858*)

Product Information

Curriculum Series 3A

Order Code: INF858   ISBN: 978-1-925349-44-3

❖ **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 Monday, January 23, 2012 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

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
- ✓ Practice Exercise

➤ **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
- ✓ Practice Exercise

➤ **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
- ✓ Practice Exercise

➤ **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
- ✓ Practice Exercise

➤ **Financial Functions**
- ✓ Understanding Financial Functions
- ✓ Using PMT
- ✓ Using FV
- ✓ Using NPV
- ✓ Using PV
- ✓ Using RATE
- ✓ Using EFFECT
- ✓ Using NOMINAL
- ✓ Practice Exercise

➤ **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
- ✓ Practice Exercise

➤ **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
- ✓ Practice Exercise

➤ **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
- ✓ Changing Worksheet Tab Colours
- ✓ Grouping Worksheets
- ✓ Hiding Rows And Columns
- ✓ Unhiding Rows And Columns
- ✓ Freezing Rows And Columns
- ✓ Splitting Windows
- ✓ Understanding Data Linking
- ✓ Linking Between Worksheets
- ✓ Linking Between Workbooks
- ✓ Updating Links Between Workbooks
- ✓ Practice Exercise

➤ **Pivot Tables**
- ✓ Understanding Pivot Tables
- ✓ Creating A PivotTable Shell
- ✓ Dropping Fields Into A PivotTable
- ✓ Filtering A PivotTable Report
- ✓ Clearing A Report Filter
- ✓ Switching PivotTable Labels
- ✓ Formatting A PivotTable Report
- ✓ Understanding Slicers
- ✓ Creating Slicers
- ✓ Using Compound Fields
- ✓ Counting In A PivotTable Report
- ✓ Formatting PivotTable Report Values
- ✓ Working With PivotTable Grand Totals
- ✓ Working With PivotTable Subtotals
- ✓ Finding The Percentage Of Total
- ✓ Finding The Difference From
- ✓ Grouping In PivotTable Reports
- ✓ Creating Running Totals
- ✓ Creating Calculated Fields
- ✓ Providing Custom Names
- ✓ Creating Calculated Items

Product Information

47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

AUSTRALIAN MADE®

✓ Practice Exercise

PivotCharts

✓ Creating A PivotChart Shell
✓ Dragging Fields For The PivotChart
✓ Changing The PivotChart Type
✓ Using The PivotChart Filter Field Buttons
✓ Moving PivotCharts To Chart Sheets
✓ Practice Exercise

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
✓ Adding A Trendline
✓ Adding Error Bars
✓ Adding A Text Box To A Chart
✓ Drawing Shapes In A Chart
✓ Understanding Excel Options
✓ 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
✓ Practice Exercise

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
✓ Practice Exercise

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
✓ Practice Exercise

Templates

✓ Creating A Template
✓ Using A Template
✓ Inserting A Worksheet From A Template
✓ Modifying A Template
✓ Practice Exercise

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 Macro To The Ribbon
✓ Assigning A Keyboard Shortcut To A Macro
✓ Deleting A Macro
✓ Copying A Macro
✓ Practice Exercise

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
✓ Practice Exercise

General Computer Operation

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

Integrated Assignment

Concluding Remarks