



Certificate II in Information Technology

Part B (Microsoft Office 2010)



WATSONIA PUBLISHING

INFOCUS COURSEWARE

Curriculum Series 3A

Order Code: INF873

ISBN: 978-1-921721-38-0

❖ General Description

The skills and knowledge covered in this publication are sufficient to provide the foundation information and technology skills and knowledge for an individual to be an effective user of **Microsoft Excel 2010** and **Microsoft Access 2010**.

❖ Learning Outcomes

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

- understand the origins of and basic uses for spreadsheets
- create a new workbook
- open and navigate within workbooks and worksheets
- understand, create and work with formulas and functions used to perform calculations
- use formatting techniques to greatly enhance the look of a worksheet
- format rows and columns in a worksheet
- apply conditional formatting to ranges in a worksheet
- work with various elements of a worksheet
- save workbooks in a variety of formats
- print your workbook data
- create effective charts in **Microsoft Excel**
- understand how **Access** is used and how to navigate around it
- design a database with lookup tables
- create a database structure using **Access 2010**
- modify the structure of an existing table
- add records to a new table
- add transactional records to a lookup database
- use various data validation features in **Access** to protect data
- work with the records in a database table
- format the data in a table
- sort and filter records in a table
- create simple and effective queries
- perform more advanced queries using a variety of querying techniques
- create meaningful reports from tables
- create and use a variety of forms

❖ Target Audience

This publication is intended for people studying **Certificate II in Information Technology** and covers part of the 8 core unit of this publication.

❖ Prerequisites

ICA20105 Certificate II In Information Technology Core Units - Part B (Using Microsoft Office 2010) assumes little or no knowledge of Microsoft Excel or Microsoft Access. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Pages

314 pages

❖ Student Files

Many of the topics in **ICA20105 Certificate II In Information Technology Core Units - Part B** require you to open an existing file with data in it. These files can be obtained from your Instructor.

❖ Includes

This *Workbook* includes:

- ✓ Complete and comprehensive learning resources,
- ✓ Work-related exercises designed to allow the student to learn, develop and practice skills and knowledge and to work within designated timeframes.

❖ 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 - INF873**)



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❖ 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 31, 2011 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



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Contents

➤ Spreadsheets

- ✓ Understanding How Spreadsheets Work
- ✓ Understanding Spreadsheet Characteristics
- ✓ Understanding Spreadsheet Functionality
- ✓ The Appropriateness Of Spreadsheets

➤ 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

➤ Working With Workbooks

- ✓ Opening An Existing Workbook
- ✓ Navigating A Workbook
- ✓ Navigating Using The Keyboard
- ✓ Using Go To
- ✓ Overwriting Cell Contents
- ✓ Editing Longer Cells
- ✓ Editing Formulas
- ✓ Clearing Cells
- ✓ Deleting Data In A Cell
- ✓ Using Undo And Redo
- ✓ Understanding Cells And Ranges
- ✓ Selecting Contiguous Ranges
- ✓ Selecting Non-Contiguous Ranges
- ✓ Using Special Selection Techniques
- ✓ 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

➤ Formulas And Functions

- ✓ 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
- ✓ Absolute Versus Relative Referencing
- ✓ Relative Formulas
- ✓ Problems With Relative Formulas
- ✓ Creating Absolute References
- ✓ Creating Mixed References

➤ Formatting

- ✓ Understanding Font Formatting
- ✓ Working With Live Preview
- ✓ Changing Fonts
- ✓ Changing Font Size
- ✓ Making Cells Bold
- ✓ Italicising Text
- ✓ Changing Font Colours
- ✓ Changing Background Colours
- ✓ Using The Format Painter
- ✓ 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

➤ Row And Column Formatting

- ✓ Understanding Cell Alignment
- ✓ Aligning Right
- ✓ Aligning To The Centre
- ✓ Aligning Left
- ✓ Aligning Top
- ✓ Aligning Bottom
- ✓ Aligning To The Middle
- ✓ Rotating Text
- ✓ Indenting Cells
- ✓ Wrapping And Merging Text
- ✓ Approximating Column Widths
- ✓ Setting Precise Columns Widths
- ✓ Setting The Default Column Width
- ✓ Approximating Row Height
- ✓ Setting Precise Row Heights
- ✓ Hiding Rows And Columns
- ✓ Unhiding Rows And Columns

➤ Conditional Formatting

- ✓ Understanding Conditional Formatting
- ✓ Formatting Cells Containing Values
- ✓ Clearing Conditional Formatting
- ✓ More Cell Formatting Options
- ✓ Top Ten Items
- ✓ More Top And Bottom Formatting Options
- ✓ Working With Data Bars
- ✓ Working With Colour Scales
- ✓ Working With Icon Sets
- ✓ Understanding Sparklines
- ✓ Creating Sparklines
- ✓ Editing Sparklines

➤ Working With A Worksheet

- ✓ Understanding Worksheets
- ✓ Changing Worksheet Views
- ✓ Worksheet Zooming
- ✓ Viewing The Formula Bar
- ✓ Viewing The Gridlines
- ✓ Viewing The Ruler
- ✓ Inserting Cells
- ✓ Deleting Cells
- ✓ Inserting Columns
- ✓ Inserting Rows
- ✓ Deleting Rows And Columns
- ✓ Switching Between Worksheets



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➤ Saving Workbooks

- ✓ Filing Locations
- ✓ Naming Conventions
- ✓ Compatibility Mode
- ✓ Saving As A Different Name
- ✓ Saving In Another Location
- ✓ Saving In Another Version
- ✓ Saving In A Web Format
- ✓ Saving As A Template
- ✓ Saving As Macro Enabled
- ✓ Saving With Thumbnails
- ✓ Saving Tags And Author Details

➤ 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
- ✓ Setting Custom Margins
- ✓ Changing Margins By Dragging
- ✓ Centring On A Page
- ✓ Changing Orientation
- ✓ Setting The Print Area
- ✓ Adding A Quick Header
- ✓ Adding A Quick Footer

➤ Creating Charts

- ✓ Understanding The Charting Process
- ✓ Choosing The Chart Type
- ✓ Creating A New Chart
- ✓ Working With An Embedded Chart
- ✓ Printing An Embedded Chart
- ✓ Creating A Chart Sheet
- ✓ Changing The Chart Type
- ✓ Printing A Chart Sheet
- ✓ Understanding Common Chart Types
- ✓ Creating A Column Chart
- ✓ Creating A Line Chart
- ✓ Creating A Pie Chart
- ✓ Creating A Bar Chart

➤ Access 2010 Orientation

- ✓ Understanding Microsoft Access 2010
- ✓ Starting Access
- ✓ Opening An Existing Database File
- ✓ Understanding The Access 2010 Screen
- ✓ Working With The Navigation Pane
- ✓ Working With A Table
- ✓ Working With Other Database Objects
- ✓ Closing A Database File
- ✓ Exiting From Access 2010

➤ Designing A Lookup Database

- ✓ Understanding How Access Stores Data
- ✓ Understanding Access 2010 Data Types
- ✓ Scoping Your New Database
- ✓ Identifying Table Problems
- ✓ Refining Table Structures
- ✓ Finalising The Design

➤ Creating A Lookup Database

- ✓ Creating A New Database File
- ✓ Creating The Lookup Table
- ✓ Defining The Primary Key
- ✓ Saving And Closing A Table
- ✓ Creating The Transaction Table
- ✓ Understanding Lookup Table Relationships
- ✓ Connecting To A Lookup Table
- ✓ Viewing Table Relationships

➤ Modifying Table Structures

- ✓ Opening An Existing Table
- ✓ Adding Fields To An Existing Table
- ✓ Understanding Field Properties
- ✓ Changing Field Size
- ✓ Changing Field Names
- ✓ Changing Decimal Places
- ✓ Changing Date Formats
- ✓ Indexing Fields
- ✓ Deleting Fields From A Table
- ✓ Copying A Table Within A Database
- ✓ Deleting A Table From A Database File

➤ Adding Records To A Table

- ✓ Typing Records In A Table
- ✓ Adding Records Using A Form
- ✓ Saving A Form Layout For Reuse
- ✓ Adding Records Using An Existing Form
- ✓ Adding Records
- ✓ Importing From Microsoft Excel

➤ Adding Transactional Records

- ✓ Typing Transactional Records
- ✓ Adding Transactional Records Using A Form
- ✓ Adding Transactional Records
- ✓ Adding Records Using A Subdatasheet
- ✓ Removing A Subdatasheet
- ✓ Inserting A Subdatasheet

➤ Data Validation

- ✓ Assigning Default Values
- ✓ Validation Rules And Text
- ✓ Validating Numbers
- ✓ Setting Required Fields
- ✓ Working With Validations

➤ Working With Records

- ✓ Table Navigation
- ✓ Navigating To A Specific Record
- ✓ Editing A Record
- ✓ Deleting Record Data
- ✓ Undoing A Change
- ✓ Deleting A Record
- ✓ Deleting Several Records
- ✓ Searching In A Table
- ✓ Searching In A Field
- ✓ Finding And Replacing
- ✓ Printing Records From A Table
- ✓ Compacting A Database

➤ Formatting Tables

- ✓ Changing Column Widths
- ✓ Formatting Cells In The Table
- ✓ Changing Fonts
- ✓ Moving Columns In A Table
- ✓ Freezing Columns In A Table
- ✓ Hiding Columns In A Table
- ✓ Unhiding Columns

➤ Sorting And Filtering

- ✓ Simple Sorting
- ✓ Sorting On Several Fields
- ✓ Simple Filtering
- ✓ Working With Filters
- ✓ Filtering Between Dates

➤ Creating Queries

- ✓ Understanding Queries
- ✓ Creating A Query Design
- ✓ Working With A Query
- ✓ Changing A Query Design
- ✓ Applying Record Criteria
- ✓ Clearing Selection Criteria
- ✓ Saving A Query
- ✓ Running Queries From The Navigation Pane
- ✓ Deleting A Query
- ✓ Creating Queries



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➤ Querying Techniques

- ✓ Modifying A Saved Query
- ✓ Creating AND Queries
- ✓ Creating OR Queries
- ✓ Querying Numeric Data
- ✓ Querying Dates
- ✓ Using A Range Expression
- ✓ Querying Opposite Values
- ✓ Moving Fields In A Query
- ✓ Sorting Query Data
- ✓ Removing Fields From A Query
- ✓ Querying Using Wildcards
- ✓ Problem Characters
- ✓ Querying With A Lookup Table
- ✓ Sorting Query Data Numerically
- ✓ Displaying NULL Values

➤ Creating And Using Reports

- ✓ Understanding Reporting In Access
- ✓ Creating A Basic Report
- ✓ Working With Existing Reports
- ✓ Previewing And Printing A Report
- ✓ Changing The Report Layout
- ✓ Using The Report Wizard
- ✓ Creating A Grouped Report
- ✓ Creating A Statistical Report
- ✓ Working With Grouped Reports

➤ Creating And Using Forms

- ✓ Understanding Forms
- ✓ Creating A Basic Form
- ✓ Creating A Split Form
- ✓ Binding A Form To A Query
- ✓ Using The Form Wizard
- ✓ Working With Existing Forms
- ✓ Editing Records In A Form
- ✓ Deleting Records Through A Form
- ✓ Deleting An Unwanted Form

➤ Concluding Remarks



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