



INFOCUS COURSEWARE

BSBITU202A Create And Use Spreadsheets

Microsoft Excel 2013



Product Code: INF936

ISBN: 978-1-925179-62-0

❖ General Description

This publication has been mapped to the **BSBITU202A - Create And Use Spreadsheets** competency. It 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.

❖ Learning Outcomes

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

- navigate your way around **Microsoft Excel 2013**
- create and work with a new workbook
- understand, create and work with formulas and functions
- copy and paste data in **Excel**
- understand and use formula cell referencing
- use font formatting techniques
- understand and use the number formatting features in **Excel**
- work with the elements of a worksheet
- print your workbook data
- create effective charts in **Microsoft Excel**
- work safely with your computer, consider your impact on the environment and manage files and folders efficiently

❖ Prerequisites

BSBITU202A Create And Use Spreadsheets assumes little or no knowledge of Microsoft Excel 2013. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

209 topics

❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at www.watsoniapublishing.com.

This information sheet was produced on Monday, April 27, 2015 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



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

Product Information



BSBITU202A Create And Use Spreadsheets

Microsoft Excel 2013



INFOCUS COURSEWARE

Product Code: INF936

ISBN: 978-1-925179-62-0

Contents

Getting to Know Excel 2013

- Starting Excel From the Desktop
- Understanding the Excel Start Screen
- How Excel 2013 Works
- Using the Ribbon
- Using Ribbon Key Tips
- Understanding the Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Understanding the Quick Access Toolbar
- Understanding the Status Bar
- Exiting Safely From Excel 2013
- Practice Exercise
- Practice Exercise Workspace

Creating a New Workbook

- Understanding Workbooks
- Using the Blank Workbook Template
- Typing Text
- Typing Numbers
- Typing Dates
- Understanding the Fill Handle
- Typing Formulas
- Easy Formulas
- Saving a New Workbook on Your Computer
- Checking the Spelling
- Making Basic Changes
- Printing a Worksheet
- Safely Closing a Workbook
- Practice Exercise
- Practice Exercise Sample

Formulas and Functions

- Understanding Cells and Ranges
- Selecting Contiguous Ranges
- Selecting Non Contiguous Ranges
- Practice Exercise
- Practice Exercise Sample
- 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
- Creating More Complex Formulas
- What if Formulas
- Common Error Messages
- Practice Exercise
- Practice Exercise Sample

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
- Copying to Another Worksheet
- Copying to Another Workbook
- Practice Exercise
- Practice Exercise Sample

Formula Referencing

- Absolute Versus Relative Referencing
- Relative Formulas
- Problems With Relative Formulas
- Creating Absolute References
- Creating Mixed References
- Practice Exercise
- Practice Exercise Sample

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
- Applying Strikethrough
- Subscripting Text
- Superscripting Text
- Practice Exercise
- Practice Exercise Sample

Number Formatting

- Understanding Number Formatting
- Applying General Formatting

- Formatting for Money
- Formatting Percentages
- Formatting as Fractions
- Formatting as Dates
- Using the Thousands Separator
- Increasing and Decreasing Decimals
- Practice Exercise
- Practice Exercise Sample

Working With a Worksheet

- Understanding Data Editing
- Overwriting Cell Contents
- Editing Longer Cells
- Editing Formulas
- Clearing Cells
- Deleting Data
- Practice Exercise
- Practice Exercise Sample
- Understanding Cell Alignment
- Aligning Right
- Aligning to the Centre
- Aligning Left
- Aligning Top
- Aligning Bottom
- Aligning to the Middle
- Practice Exercise
- Practice Exercise Sample
- Understanding Worksheets
- Changing the Worksheet View
- Worksheet Zooming
- Inserting Cells Into a Worksheet
- Deleting Cells From a Worksheet
- Inserting Columns Into a Worksheet
- Inserting Rows Into a Worksheet
- Deleting Rows and Columns
- More Than One Worksheet
- Practice Exercise
- Practice Exercise Sample
- Understanding Find and Replace Operations
- Finding Text
- Finding Cell References in Formulas
- Replacing Values
- Practice Exercise
- Practice Exercise Sample
- Understanding Lists
- Performing an Alphabetical Sort
- Performing a Numerical Sort
- Sorting on More Than One Column



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

Product Information



BSBITU202A Create And Use Spreadsheets

Microsoft Excel 2013



INFOCUS COURSEWARE

Product Code: INF936

ISBN: 978-1-925179-62-0

Practice Exercise
Practice Exercise Sample

Printing

Understanding Printing
Previewing Before You Print
Selecting a Printer
Printing a Range
Printing an Entire Workbook
Specifying the Number of Copies
The Print Options
Practice Exercise
Practice Exercise Sample
Strategies for Printing Worksheets
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
Practice Exercise
Practice Exercise Sample

Creating Charts

Understanding the Charting Process
Choosing the Right Chart
Using a Recommended Chart
Creating a New Chart From Scratch
Working With an Embedded Chart
Resizing a Chart
Repositioning 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
Practice Exercise
Practice Exercise Sample
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
Practise Exercise
Practice Exercise Sample

General Computer Operation

Setting Up an Ergonomic
Workstation
Breaks and Exercises
Reducing Paper Wastage
Environmentally Friendly Computing
Backup Procedures
Practice Exercise
Practice Exercise Workspace
Understanding How Help Works
Accessing the Help Window
Navigating the Help Window
Using the Office Website for Help
Using Google to Get Help
Printing a Help Topic
Other Sources of Assistance
Practice Exercise
Practice Exercise Workspace



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

Product Information



BSBITU202A Create And Use Spreadsheets

Microsoft Excel 2013



INFOCUS COURSEWARE

Product Code: INF936

ISBN: 978-1-925179-62-0

Unit Mapping

This unit describes the performance outcomes, skills and knowledge required to correctly create and use spreadsheets and charts through the use of spreadsheet software.

	Performance Criteria	Location
1	Select and prepare resources	
1.1	Adjust workspace, furniture and equipment to suit user ergonomic, work organisation and occupational health and safety (OHS) requirements	Chapter 11: General Computer Operation
1.2	Use energy and resource conservation techniques to minimise wastage in accordance with organisational and statutory requirements	Chapter 11: General Computer Operation
1.3	Identify spreadsheet task requirements and clarify with relevant personnel as required	Generally assumed throughout
2	Create simple spreadsheets	
2.1	Ensure data is entered, checked and amended in accordance with organisational and task requirements, to maintain consistency of design and layout	Generally assumed throughout, Chapter 2: Creating a New Workbook
2.2	Format spreadsheet using software functions, to adjust page and cell layout to meet information requirements, in accordance with organisational style and presentation requirements	Chapter 2: Creating a New Workbook, Chapter 6: Font Formatting, Chapter 7: Number Formatting, Chapter 8: Working With a Worksheet, Chapter 9: Printing
2.3	Ensure formulae are used and tested to confirm output meets task requirements, in consultation with appropriate personnel as required	Chapter 2: Creating a New Workbook, Chapter 3: Formulas and Functions, Chapter 4: Copying Data, Chapter 5: Formula Referencing
2.4	Use manuals, user documentation and online help to overcome problems with spreadsheet design and production	Chapter 11: General Computer Operation
3	Produce simple charts	
3.1	Select chart type and design that enables valid representation of numerical data and meets organisational and task requirements	Chapter 10: Creating Charts
3.2	Create chart using appropriate data range in the spreadsheet	Chapter 10: Creating Charts
3.3	Modify chart type and layout using formatting features	Chapter 10: Creating Charts
4	Finalise spreadsheets	
4.1	Ensure spreadsheet and any accompanying charts are previewed, adjusted and printed in accordance with organisational and task requirements	Chapter 10: Creating Charts, Chapter 9: Printing
4.2	Ensure data input meets designated time lines and organisational requirements for speed and accuracy	Generally assumed throughout
4.3	Name and store spreadsheet in accordance with organisational requirements and exit the application without data loss/damage	Chapter 2: Creating a New Workbook, Chapter 11: General Computer Operation



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

Product Information