



INFOCUS COURSEWARE

ICAICT105A Operate Spreadsheet Applications

Microsoft Excel 2013



WATSONIA PUBLISHING

Product Code: INF950

ISBN: 978-1-925121-37-7

❖ General Description

The skills and knowledge acquired in ICAICT105A Operate Spreadsheet Applications are sufficient to be able to operate spreadsheet applications and perform basic operations, including creating and formatting spreadsheet data, incorporating charts and objects, and customising and printing spreadsheets.

❖ Learning Outcomes

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

- create new workbooks in **Microsoft Excel**
- work with workbooks created in **Microsoft Excel**
- format workbooks to enhance their visual appeal
- insert pictures or create charts in a workbook
- print data from workbooks
- customise **Microsoft Excel** workbooks

❖ Prerequisites

ICAICT105A Operate Spreadsheet Applications assumes little or no knowledge of Microsoft Excel 2013 or any other spreadsheet application. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

104 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.

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Product Information



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Contents

Creating Workbooks

- How Spreadsheets Work
- What a Spreadsheet Can Do
- Starting Excel From the Desktop
- 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
- Easy Formatting
- Printing a Worksheet
- Safely Closing a Workbook
- Opening an Existing Workbook
- Understanding Formulas
- Creating Formulas That Add
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- Formulas That Multiply and Divide
- Understanding Functions
- Using the SUM Function to Add
- Common Error Messages
- Easy Formatting

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- Selecting Non Contiguous Ranges
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- Saving in Another Version
- Saving in a Web Format

Saving to a Storage Device

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- Changing the Chart Style
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- Specifying the Number of Copies
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- Understanding the Quick Access Toolbar
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- Setting Custom Margins
- Changing Margins by Dragging
- Changing Orientation
- Understanding Excel Options
- Personalising Excel
- Setting the Default Font
- Setting the Default File Location



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Unit Mapping

This unit describes the performance outcomes, skills and knowledge required to operate spreadsheet applications and perform basic operations, including creating and formatting spreadsheet data, incorporating charts and objects, and customising and printing spreadsheets.

	Performance Criteria	Location
1	Create spreadsheets	
1.1	Open spreadsheet application, create spreadsheet files and enter numbers, text and symbols into cells according to information requirements	Chapter 1: Creating Workbooks
1.2	Enter simple formulas and functions using cell referencing where required	Chapter 1: Creating Workbooks
1.3	Correct formulas when error messages occur	Chapter 1: Creating Workbooks
1.4	Use a range of common tools during spreadsheet development	Chapter 2: Working With Workbooks
1.5	Edit columns and rows within spreadsheet	Chapter 2: Working With Workbooks
1.6	Use the autofill function to increment data where required	Chapter 2: Working With Workbooks
1.7	Save spreadsheet to directory or folder	Chapter 2: Working With Workbooks, Chapter 1: Creating Workbooks
2	Customise basic settings	
2.1	Adjust page layout to meet user requirements or special needs	Chapter 6: Customising Workbooks
2.2	Open and view different toolbars	Chapter 6: Customising Workbooks
2.3	Change font settings so they are appropriate for the purpose of the document	Chapter 6: Customising Workbooks
2.4	Change alignment options and line spacing according to spreadsheet formatting features	Chapter 3: Formatting Workbooks
2.5	Format cell to display different styles as required	Chapter 3: Formatting Workbooks
2.6	Modify margin sizes to suit the purpose of the spreadsheets	Chapter 6: Customising Workbooks
2.7	View multiple spreadsheets concurrently	Chapter 6: Customising Workbooks
3	Format spreadsheet	
3.1	Use formatting features as required	Chapter 3: Formatting Workbooks
3.2	Copy selected formatting features from another cell in the spreadsheet or from another active spreadsheet	Chapter 3: Formatting Workbooks
3.3	Use formatting tools as required within the spreadsheet	Chapter 3: Formatting Workbooks
3.4	Align information in a selected cell as required	Chapter 3: Formatting Workbooks
3.5	Insert headers and footers using formatting features	Chapter 3: Formatting Workbooks
3.6	Save spreadsheet in another format	Chapter 2: Working With Workbooks
3.7	Save and close spreadsheet to storage device	Chapter 2: Working With Workbooks
4	Incorporate object and chart in spreadsheet	
4.1	Import an object into an active spreadsheet	Chapter 4: Charts and Pictures
4.2	Manipulate imported object by using formatting features	Chapter 4: Charts and Pictures
4.3	Create a chart using selected data in a different chart	Chapter 4: Charts and Pictures
4.4	Display selected data in a different chart	Chapter 4: Charts and Pictures
4.5	Modify chart using formatting features	Chapter 4: Charts and Pictures
5	Print spreadsheet	
5.1	Preview spreadsheet in print preview mode	Chapter 5: Printing Workbooks
5.2	Select basic printer options	Chapter 5: Printing Workbooks
5.3	Print spreadsheet or selected part of spreadsheet	Chapter 5: Printing Workbooks
5.4	Submit the spreadsheet to the appropriate person for approval or feedback	Chapter 5: Printing Workbooks

