



INFOCUS COURSEWARE

ICTICT105 Operate Spreadsheet Applications

Microsoft Excel 2013



WATSONIA PUBLISHING

Product Code: INF1180

ISBN: 978-1-925298-43-7

❖ General Description

The skills and knowledge acquired in ICTICT105 Operate Spreadsheet Applications are sufficient to be able to use spreadsheet applications, including creating spreadsheets, formatting data, incorporating charts and objects, and printing spreadsheets. It applies to individuals who perform a range of routine tasks in the workplace under direct supervision or with limited responsibility.

❖ 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

ICTICT105 Operate Spreadsheet Applications 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

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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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
- Creating Formulas That Subtract
- Formulas That Multiply and Divide
- Understanding Functions
- Using the SUM Function to Add
- Common Error Messages
- Easy Formatting

Working With Workbooks

- Understanding Cells and Ranges
- Selecting Contiguous Ranges
- Selecting Non Contiguous Ranges
- Selecting Rows
- Selecting Columns
- Deleting Data
- Using Undo and Redo
- Inserting Columns Into a Worksheet
- Inserting Rows Into a Worksheet
- 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
- Saving With a Different Name
- Saving in Another Location
- Saving in Another Version
- Saving in a Web Format

Saving to a Storage Device

Formatting Workbooks

- Understanding Font Formatting
- Working With Live Preview
- Changing Fonts
- Changing Font Size
- Making Cells Bold
- Italicising Text
- Underlining Text
- Changing Font Colours
- Using the Format Painter
- Understanding Cell Alignment
- Aligning Right
- Aligning to the Centre
- Aligning Left
- Understanding Headers and Footers
- Adding a Quick Header
- Adding a Quick Footer

Charts and Pictures

- 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
- Creating a Chart Sheet
- Changing the Chart Type
- Changing the Chart Layout
- Changing the Chart Style
- Inserting a Picture
- Modifying an Inserted Picture

Printing Workbooks

- Understanding Printing
- Previewing Before You Print
- Selecting a Printer
- Printing a Range
- Printing an Entire Workbook
- Specifying the Number of Copies
- The Print Options

Customising Workbooks

- Using the Ribbon
- Understanding the Backstage View
- Understanding the Quick Access Toolbar
- Adding Commands to the QAT

Understanding Worksheets

- Changing the Worksheet View
- Worksheet Zooming
- Understanding Page Layout
- More Than One Worksheet
- Using Built in Margins
- 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 skills and knowledge required to use spreadsheet applications, including creating spreadsheets, formatting data, incorporating charts and objects, and printing spreadsheets.

	Performance Criteria	Location
1	Create spreadsheets	
1.1	Open the 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 when 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 the spreadsheet	Chapter 2: Working With Workbooks
1.6	Use the auto-fill function to increment data where required	Chapter 2: Working With Workbooks
1.7	Save the spreadsheet to a folder on a storage device	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 document purpose	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 as another file type	Chapter 2: Working With Workbooks
3.7	Save to storage device and close spreadsheet	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 the spreadsheet	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



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