



INFocus COURSEWARE

# BSBITU202 Create And Use Spreadsheets

Microsoft Excel 2016



Product Code: INF1742

ISBN: 978-1-925526-70-7

## ❖ General Description

This publication has been mapped to the **BSBITU202 - 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 2016**
- create and work with a new workbook
- understand and work with ranges in a worksheet
- 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**
- make changes to data in a workbook
- align the contents of cells in a number of ways
- work with elements that make up the structure of a worksheet
- use a range of find and replace techniques
- sort data in a list in a worksheet
- print your workbook data
- apply a variety of page setup techniques
- create effective charts in **Microsoft Excel**
- create a range of common charts
- work safely with your computer, consider your impact on the environment and manage files and folders efficiently
- obtain help for **Excel** whenever you need it

## ❖ Prerequisites

BSBITU202 Create And Use Spreadsheets assumes little or no knowledge of Microsoft Excel 2016. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

## ❖ Topic Sheets

218 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



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## ❖ 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](http://www.watsoniapublishing.com).

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## Contents

### Getting to Know Excel 2016

- Starting Excel From the Desktop
- Understanding the Excel Start Screen
- How Excel 2016 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 2016
- Challenge Exercise
- Challenge 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
- Challenge Exercise
- Challenge Exercise Sample

### Selecting Ranges

- Understanding Cells and Ranges
- Selecting Contiguous Ranges
- Selecting Non Contiguous Ranges
- Challenge Exercise
- Challenge Exercise Sample

### 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
- Creating More Complex Formulas
- What if Formulas
- Common Error Messages
- Challenge Exercise
- Challenge 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
- Challenge Exercise
- Challenge Exercise Sample

### Formula Referencing

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

### Editing in a Workbook

- Understanding Data Editing
- Overwriting Cell Contents
- Editing Longer Cells
- Editing Formulas
- Clearing Cells
- Deleting Data
- Challenge Exercise
- Challenge Exercise Sample

### Cell Alignment

- Understanding Cell Alignment
- Aligning Right
- Aligning to the Centre
- Aligning Left
- Aligning Top
- Aligning Bottom
- Aligning to the Middle
- Challenge Exercise
- Challenge Exercise Sample

### Working With a Worksheet

- 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
- Working With Multiple Worksheets
- Challenge Exercise
- Challenge Exercise Sample

### Finding and Replacing

- Understanding Find and Replace Operations



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Finding Text  
Finding Cell References in Formulas  
Replacing Values  
Challenge Exercise  
Challenge Exercise Sample

## Sorting Data

Understanding Lists  
Performing an Alphabetical Sort  
Performing a Numerical Sort  
Sorting on More Than One Column  
Challenge Exercise  
Challenge 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  
Challenge Exercise  
Challenge Exercise Sample

## Page Setup

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  
Challenge Exercise  
Challenge 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  
Challenge Exercise  
Challenge Exercise Sample

## Common Chart Types

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  
Challenge Exercise  
Challenge Exercise Sample

## General Computer Operation

Risks and Hazards in the Office  
Setting Up an Ergonomic  
Workstation  
Breaks and Exercises  
Reducing Paper Wastage  
Environmentally Friendly Computing  
Backup Procedures  
Challenge Exercise  
Challenge Exercise Workspace

## Getting Help

Understanding How Help Works  
Using Tell Me  
Accessing the Help Window  
Navigating the Help Window  
Using Google to Get Help  
Printing a Help Topic  
Other Sources of Assistance  
Challenge Exercise  
Challenge Exercise Workspace



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## Unit Mapping

This unit describes the skills and knowledge required to correctly create and use spreadsheets and charts using spreadsheet software.

	Performance Criteria	Location
<b>1</b>	<b>Select and prepare resources</b>	
1.1	Adjust workspace, furniture and equipment to suit own ergonomic, work organisation and work health and safety (WHS) requirements	Chapter 18: General Computer Operation
1.2	Use energy and resource conservation techniques to minimise wastage in accordance with organisational and statutory requirements	Chapter 18: General Computer Operation
1.3	Identify spreadsheet task requirements and clarify with relevant personnel as required	Generally assumed throughout
<b>2</b>	<b>Create simple spreadsheets</b>	
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 7: Font Formatting, Chapter 8: Number Formatting, Chapter 9: Editing in a Workbook, Chapter 10: Cell Alignment, Chapter 11: Working With a Worksheet, Chapter 12: Finding and Replacing, Chapter 13: Sorting Data, Chapter 14: Printing, Chapter 15: Page Setup
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: Selecting Ranges, Chapter 4: Formulas and Functions, Chapter 5: Copying Data, Chapter 6: Formula Referencing
2.4	Use manuals, user documentation and online help to overcome problems with spreadsheet design and production	Chapter 19: Getting Help
<b>3</b>	<b>Produce simple charts</b>	
3.1	Select chart type and design that enables valid representation of numerical data and meets organisational and task requirements	Chapter 16: Creating Charts, Chapter 17: Common Chart Types
3.2	Create chart using appropriate data range in the spreadsheet	Chapter 16: Creating Charts, Chapter 17: Common Chart Types
3.3	Modify chart type and layout using formatting features	Chapter 16: Creating Charts, Chapter 17: Common Chart Types
<b>4</b>	<b>Finalise spreadsheets</b>	
4.1	Ensure spreadsheet and any accompanying charts are previewed, adjusted and printed in accordance with organisational and task requirements	Chapter 16: Creating Charts, Chapter 17: Common Chart Types, Chapter 14: Printing, Chapter 15: Page Setup
4.2	Ensure data input meets designated timelines 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 18: General Computer Operation



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