



INFOCUS COURSEWARE

BSBITU304 Produce Spreadsheets

Microsoft Excel 2016



Product Code: INF1746

ISBN: 978-1-925526-74-5

❖ General Description

This publication has been mapped to the **BSBITU304 - Produce Spreadsheets** competency. It applies to individuals employed in a range of environments who tend to be personally responsible for designing and working with spreadsheets under minimal supervision.

❖ Learning Outcomes

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

- understand some of the key underlying concepts of spreadsheets
- understand points to consider to avoid problems in your worksheets
- 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**
- make changes to data in a workbook
- understand and use formula cell referencing
- use font formatting techniques
- understand and use the number formatting features in **Excel**
- apply conditional formatting to ranges in a worksheet
- work with elements that make up the structure of a worksheet
- align the contents of cells in a number of ways
- save workbooks in a variety of formats
- print your workbook data
- apply a variety of page setup techniques
- create and work with headers and footers
- create effective charts in **Microsoft Excel**
- use a range of elements and features to enhance 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

BSBITU304 Produce 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

252 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.

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- What a Spreadsheet Can Do
- The Appropriateness of Spreadsheets
- Challenge Exercise
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Formatting Cells Containing Values
Clearing Conditional Formatting
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Challenge Exercise
Challenge Exercise Workspace

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Challenge Exercise
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Unit Mapping

This unit describes the skills and knowledge required to develop spreadsheets through the use of spreadsheet software.

	Performance Criteria	Location
1	Select and prepare resources	
1.1	Adhere to ergonomic, work organisation and occupational health and safety requirements	Chapter 21: General Computer Operation
1.2	Use energy and resource conservation techniques to minimise wastage	Chapter 21: General Computer Operation
1.3	Identify spreadsheet task requirements in relation to data entry, storage, output and presentation	Generally assumed throughout, Chapter 1: Spreadsheets
2	Plan spreadsheet design	
2.1	Ensure spreadsheet design suits the purpose, audience and information requirements of task	Chapter 1: Spreadsheets
2.2	Ensure spreadsheet design enhances readability and appearance, and meets organisational and task requirements for style and layout	Chapter 1: Spreadsheets, Chapter 4: Creating a New Workbook, Chapter 10: Font Formatting, Chapter 11: Number Formatting, Chapter 12: Conditional Formatting, Chapter 13: Working With a Worksheet, Chapter 14: Cell Alignment, Chapter 15: Saving Workbooks, Chapter 16: Printing, Chapter 17: Page Setup, Chapter 18: Headers and Footers
2.3	Use style sheets and automatic functions to ensure consistency of design and layout	Chapter 13: Working With a Worksheet, Chapter 14: Cell Alignment, Chapter 15: Saving Workbooks, Chapter 12: Conditional Formatting, Chapter 11: Number Formatting, Chapter 10: Font Formatting, Chapter 16: Printing, Chapter 17: Page Setup, Chapter 18: Headers and Footers
3	Create spreadsheet	
3.1	Ensure data is entered, checked and amended to maintain consistency of design and layout, in accordance with organisational and task requirements	Chapter 4: Creating a New Workbook
3.2	Format spreadsheet using software functions to adjust page and cell layout to meet information requirements, in accordance with organisational style and presentation requirements	Chapter 10: Font Formatting, Chapter 11: Number Formatting, Chapter 12: Conditional Formatting, Chapter 13: Working With a Worksheet, Chapter 14: Cell Alignment, Chapter 15: Saving Workbooks
3.3	Ensure formulae are tested and used to confirm output meets task requirements, in consultation with appropriate personnel as required	Chapter 4: Creating a New Workbook, Chapter 5: Selecting Ranges, Chapter 6: Formulas and Functions, Chapter 7: Copying Data, Chapter 8: Editing in a Workbook, Chapter 9: Formula Referencing
3.4	Use manuals, user documentation and online help to overcome problems with spreadsheet design and production	Chapter 22: Getting Help
4	Produce simple charts	
4.1	Select chart type and design that enables valid representation of numerical data, and meets organisational and task requirements	Chapter 19: Creating Charts, Chapter 20: Chart Elements
4.2	Create charts using appropriate data range in spreadsheet	Chapter 19: Creating Charts, Chapter 20: Chart Elements
4.3	Modify chart type and layout using formatting features	Chapter 19: Creating Charts, Chapter 20: Chart Elements
5	Finalise spreadsheets	
5.1	Preview, adjust and print spreadsheets and any accompanying charts, in accordance with task requirements	Chapter 19: Creating Charts, Chapter 20: Chart Elements, Chapter 16: Printing, Chapter 17: Page Setup, Chapter 18: Headers and Footers
5.2	Ensure data input meets designated timelines and organisational requirements for speed and accuracy	Generally assumed throughout
5.3	Name and store spreadsheet in accordance with organisational requirements and exit the application without data loss/damage	Chapter 21: General Computer Operation, Chapter 13: Working With a Worksheet, Chapter 14: Cell Alignment, Chapter 15: Saving Workbooks

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