



INFOCUS COURSEWARE

# BSBITU304 Produce Spreadsheets

Microsoft Excel 2016



Product Code: INF1746

ISBN: 978-1-925526-21-9

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

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## Contents

### Spreadsheets

- How Spreadsheets Work
- The Characteristics of a Spreadsheet
- What a Spreadsheet Can Do
- The Appropriateness of Spreadsheets
- Challenge Exercise
- Challenge Exercise Workspace

### A Guide to Brilliant Spreadsheets

- Meeting Organisational Requirements
- Good Planning Is Essential
- Organisation and Design
- Writing Effective Formulas
- Documented and Easy to Use
- The Appropriateness of Spreadsheets

### Getting to Know Excel 2016

- Starting Excel From the Desktop
- Understanding the Excel Start Screen
- The Excel Workbook Screen
- How Excel 2016 Works
- Using the Ribbon
- Using Ribbon Key Tips
- Showing and Collapsing the Ribbon
- Understanding the Backstage View
- Accessing the Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding the Quick Access Toolbar
- Adding Commands to the QAT
- 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
- Using Special Selection Techniques
- Selecting Larger Ranges
- Selecting Rows
- Selecting Columns
- 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

- 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

### Editing in a Workbook

- Understanding Data Editing
- Overwriting Cell Contents

- Editing Longer Cells
- Editing Formulas
- Clearing Cells
- Deleting Data
- Using Undo and Redo
- 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

### Conditional Formatting

- Understanding Conditional Formatting



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Formatting Cells Containing Values  
Clearing Conditional Formatting  
More Cell Formatting Options  
Top Ten Items  
More Top and Bottom Formatting Options  
Working With Data Bars  
Working With Colour Scales  
Working With Icon Sets  
Understanding Sparklines  
Creating Sparklines  
Editing Sparklines  
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  
Deleting Rows and Columns  
Challenge Exercise  
Challenge Exercise Sample

## Cell Alignment

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

## Saving Workbooks

Understanding the Windows Filing Structure  
Understanding Naming Conventions  
Understanding Version Compatibility  
Saving With a Different Name  
Saving in Another Location  
Saving in Another Version  
Saving as a Template  
Saving as Macro Enabled  
Challenge Exercise  
Challenge Exercise Sample

## Printing

Understanding Printing  
Previewing Before You Print

Selecting a Printer

## Page Setup

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

## Headers and Footers

Understanding Headers and Footers  
Adding a Quick Header  
Adding a Quick Footer  
Switching Between Headers and Footers  
Challenge Exercise  
Challenge Exercise Data

## 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

## Chart Elements

Understanding Chart Elements  
Adding a Chart Title  
Adding Axes Titles  
Repositioning the Legend  
Showing Data Labels

Showing Gridlines  
Formatting the Chart Area  
Adding a Trendline  
Adding Error Bars  
Adding a Data Table  
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 develop spreadsheets through the use of spreadsheet software.

	Performance Criteria	Location
<b>1</b>	<b>Select and prepare resources</b>	
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
<b>2</b>	<b>Plan spreadsheet design</b>	
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
<b>3</b>	<b>Create spreadsheet</b>	
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
<b>4</b>	<b>Produce simple charts</b>	
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
<b>5</b>	<b>Finalise spreadsheets</b>	
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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