



INFOCUS COURSEWARE

BSBITU402 Develop And Use Complex Spreadsheets

Microsoft Excel 2016



Product Code: INF1752

ISBN: 978-1-925526-80-6

❖ General Description

This course has been mapped to the **BSBITU402 - Develop And Use Complex Spreadsheets** competency. It applies to individuals who require skills to create complex spreadsheets to store and retrieve data. They may work as individuals providing administrative support within an enterprise, or may be independently responsible for designing and working with spreadsheets relevant to their own work roles.

❖ Learning Outcomes

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

- create more complex formulas and functions
- use logical functions to test whether a statement is true or false
- use maths functions to solve complex problems
- use a variety of statistical functions
- use a variety of financial functions to perform calculations
- use the date and time functions to perform calculations
- use a range of lookup and reference functions
- use a range of techniques to work with worksheets
- use data linking to create more efficient workbooks
- understand and create simple **PivotTables**
- construct and operate **PivotTables** using some of the more advanced techniques
- create and edit a **PivotChart**
- use a range of elements and features to enhance charts
- select and change the format of objects in a chart
- apply a variety of page setup techniques
- import data into **Excel** and export data from **Excel**
- create and use templates in **Microsoft Excel**
- create recorded macros in **Excel**
- use the macro recorder to create a variety of macros
- 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

BSBITU402 Develop And Use Complex Spreadsheets assumes some knowledge of Microsoft Excel 2016, as well as fundamental skills in computer operations.

❖ Topic Sheets

278 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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PivotTable Features

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- Setting Up an Ergonomic Workstation
- Breaks and Exercises
- Reducing Paper Wastage
- Environmentally Friendly Computing
- Backup Procedures
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Getting Help

- Understanding How Help Works
- Using Tell Me
- Accessing the Help Window
- Navigating the Help Window



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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 use spreadsheet software to complete business tasks and produce complex worksheets.

	Performance Criteria	Location
1	Prepare to develop spreadsheet	
1.1	Organise personal work environment in accordance with ergonomic requirements	Chapter 20: General Computer Operation
1.2	Analyse task and determine specifications for spreadsheets	Generally assumed throughout
1.3	Identify organisational and task requirements of data entry, storage, output, reporting and presentation requirements	Generally assumed throughout
1.4	Apply work organisation strategies and energy and resource conservation techniques to plan work activities	Chapter 20: General Computer Operation
2	Develop a linked spreadsheet solution	
2.1	Utilise spreadsheet design software functions and formulae to meet identified requirements	Chapter 1: Complex Formulas, Chapter 2: Logical Functions, Chapter 3: Maths Functions, Chapter 4: Statistical Functions, Chapter 5: Financial Functions, Chapter 6: Date and Time Functions, Chapter 7: Lookup Functions, Chapter 8: Worksheet Techniques
2.2	Link spreadsheets in accordance with software procedures	Chapter 8: Worksheet Techniques, Chapter 10: PivotTables, Chapter 12: PivotCharts
2.3	Format cells and use data attributes assigned with relative and/or absolute cell references, in accordance with the task specifications	Chapter 1: Complex Formulas
2.4	Test formulae to confirm output meets task requirements	Generally assumed throughout
3	Automate and standardise spreadsheet operation	
3.1	Evaluate tasks to identify those where automation would increase efficiency	Chapter 19: Recorder Workshop
3.2	Create, use and edit macros to fulfil the requirements of task and automate spreadsheet operation	Chapter 18: Recorded Macros, Chapter 19: Recorder Workshop
3.3	Develop, edit and use templates to ensure consistency of design and layout for forms and reports, in accordance with organisational requirements	Chapter 17: Templates
4	Use spreadsheets	
4.1	Enter, check and amend data in accordance with organisational and task requirements	Generally assumed throughout, Chapter 1: Complex Formulas, Chapter 2: Logical Functions, Chapter 3: Maths Functions, Chapter 4: Statistical Functions, Chapter 5: Financial Functions, Chapter 6: Date and Time Functions, Chapter 7: Lookup Functions
4.2	Import and export data between compatible spreadsheets and adjust host documents, in accordance with software and system procedures	Chapter 16: Importing and Exporting
4.3	Use manuals, user documentation and online help to overcome problems with spreadsheet design and production	Chapter 21: Getting Help
4.4	Preview, adjust and print spreadsheet in accordance with organisational and task requirements	Chapter 15: Page Setup
4.5	Name and store spreadsheet in accordance with organisational requirements and exit the application without data loss or damage	Generally assumed throughout
5	Represent numerical data in graphic form	
5.1	Determine style of graph to meet specified requirements and manipulate spreadsheet data if necessary to suit graph requirements	Chapter 13: Chart Elements, Chapter 14: Chart Object Formatting
5.2	Create graphs with labels and titles from numerical data contained in a spreadsheet file	Chapter 10: PivotTables, Chapter 13: Chart Elements, Chapter 14: Chart Object Formatting
5.3	Save, view and print graph within designated timelines	Chapter 10: PivotTables, Chapter 13: Chart Elements, Chapter 14: Chart Object Formatting



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