



INFocus COURSEWARE

# BSBITU212 Create And Use Spreadsheets

Microsoft Excel 2016



Product Code: INF1842

ISBN: 978-1-925873-72-6

## ❖ General Description

This publication has been mapped to the **BSBITU212 - 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

BSBITU212 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

219 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).

*This information sheet was produced on Wednesday, November 21, 2018 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



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- Understanding the Excel Start Screen
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- Using Ribbon Key Tips
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- Using Shortcut Menus
- Understanding Dialog Boxes
- Understanding the Quick Access Toolbar
- Understanding the Status Bar
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- Challenge Exercise Workspace

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### Finding and Replacing

- Understanding Find and Replace Operations



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Finding Text  
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Replacing Values  
Challenge Exercise  
Challenge Exercise Sample

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Challenge Exercise  
Challenge Exercise Sample

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Challenge Exercise  
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Using Tell Me  
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Using Google to Get Help  
Printing a Help Topic  
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Challenge Exercise  
Challenge Exercise Workspace



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ISBN: 978-1-925873-19-1

## 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>Prepare to produce spreadsheets</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	Identify task purpose, audience and presentation requirements, and clarify with relevant personnel as required	Generally assumed throughout
1.3	Identify specific task requirements, including layout and delivery timeline, and clarify with relevant personnel as required	Generally assumed throughout
1.4	Select most appropriate application to produce spreadsheet, in accordance with available resources and organisational policies	Chapter 1: Getting to Know Excel 2016
<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 application 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 relevant help functions to overcome simple issues relating to 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 and present spreadsheets</b>	
4.1	Review and edit final spreadsheet and prepare for delivery 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	Deliver document to relevant audience within designated timelines and in accordance with organisational requirements	Generally assumed throughout
4.3	Name and store spreadsheet appropriately in accordance with organisational requirements and exit the application without data loss	Chapter 2: Creating a New Workbook, Chapter 18: General Computer Operation



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