



Produce Spreadsheets BSBITU304A - Microsoft Excel 2007

General Description	This publication has been mapped to the <i>BSBITU304A Produce Spreadsheets</i> competency and as such the skills and knowledge acquired by working through this publication are consistent with those required in the competency criteria and range statements.
Learning Outcomes	<p>At the completion of BSBITU304A Produce Spreadsheets you should be able to:</p> <ul style="list-style-type: none"> • understand the origins of and basic uses for spreadsheets • work within the basic Excel environment • create a new workbook • understand and work with ranges in a worksheet • understand, create and work with formulas and functions used to perform calculations • copy and paste data in Excel • understand and use formula cell referencing to create more complex formulas • make changes to data in a workbook • use font formatting techniques to greatly enhance the look of a worksheet • understand and use the number formatting features in Excel • align the contents of cells in a number of ways • apply conditional formatting to ranges in a worksheet • work with various elements of a worksheet • apply a variety of page setup techniques • create and work with headers and footers • save workbooks in a variety of formats • create effective charts in Microsoft Excel • use a range of techniques to enhance charts • find the information you need in Help • work comfortably and safely, be assured that you are a responsible environmental citizen, and effectively manage your files and folders
Competency Assessment	The publication contains a series of <i>Challenge Exercises</i> that will help students practise their competence as they work through the manual or they be used for assessment purposes. It also contains an <i>Integrated Assignment</i> which is a scenario based series of tasks that can be used by the teacher/trainer to test the students understanding and competence.
Pages	332 pages
Nominal Unit Duration	35 Hours
Student Files	Student files can be downloaded free of charge from our web site at www.watsoniapublishing.com . A copy of these files can also be found on the <i>Teacher Resource CD</i> for this publication.
Teacher Resources	A <i>Teacher Resource CD</i> which includes <i>Teacher's Handbook</i> , <i>Solutions Handbook</i> , competency mappings, test bank questions, survey forms and questionnaires, etc) is available for this publication
Companion Publications	There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com .





Produce Spreadsheets

BSBITU304A - Microsoft Excel 2007

Contents

Spreadsheets

- How Spreadsheets Work
- Spreadsheet Characteristics
- Spreadsheet Functionality
- The Appropriateness Of Spreadsheets
- Spreadsheets

Getting To Know Excel

- Starting Excel
- The Excel Screen
- Using The Ribbon
- Using KeyTip Badges
- Minimising The Ribbon
- Using Shortcut Menus
- Launching Dialog Boxes
- Customising The Quick Access Toolbar
- The Office Button
- Using The Office Button
- The Status Bar
- Customising The Status Bar
- Exiting Safely From Excel
- Getting To Know Excel

Creating A New Workbook

- Understanding Workbooks
- Using The Blank Workbook Template
- Typing Text Into A Worksheet
- The Save As Dialog Box
- Saving A New Workbook
- Typing Numbers Into A Worksheet
- Typing Simple Formulas In A Worksheet
- Easy Formulas
- Typing Dates In A Worksheet
- Easy Formatting
- Checking Spelling In A Worksheet
- Making And Saving Changes
- Printing A Worksheet
- Safely Closing A Workbook
- Creating A New Workbook

Selecting Ranges

- Understanding Ranges
- Selecting Ranges
- Selecting Non-Contiguous Ranges
- Using Special Selection Techniques
- Selecting Larger Ranges
- Selecting Rows
- Selecting Columns
- Viewing Range Calculations
- Creating An Input Range
- Selecting Ranges

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
- More Complex Formulas
- What If Formulas
- Formulas And Functions

Copying Excel Data

- Understanding Copying In Excel
- Using Fill For Quick Copying
- Copying From 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
- Copying Excel Data

Formula Referencing

- Absolute Versus Relative Referencing
- Relative Formulas
- Problems With Relative Formulas
- Creating Absolute References
- Creating Mixed References
- Formula Referencing

Editing In A Workbook

- Understanding Data Editing
- Overwriting Cells Contents
- Editing Longer Cell Entries
- Editing Formulas
- Editing Functions
- Clearing A Cell
- Deleting In A Worksheet
- Undoing And Redoing Operations
- Editing In A Workbook

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
- Font Formatting

Number Formatting

- Understanding Number Formatting
- Applying General Formatting
- Formatting As Currency
- Formatting Percentages
- Formatting As Fractions
- Formatting As Dates
- Using The Thousands Separator
- Increasing And Decreasing Decimals
- Number Formatting

Cell Alignment

- Understanding Cell Alignment
- Aligning Right
- Aligning To The Centre
- Aligning Left
- Aligning Top
- Aligning Bottom
- Aligning To The Middle
- Rotating Text
- Indenting Cells
- Wrapping And Merging Text
- Merging And Centring
- Merging Cells
- Unmerging Cells
- Cell Alignment

Conditional Formatting

- Understanding Conditional Formatting
- 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
- Conditional Formatting

Working With A Worksheet

- Understanding Worksheets
- Changing Worksheet Views
- Worksheet Zooming
- Viewing The Formula Bar
- Viewing The Gridlines



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VET Resources



Viewing The Ruler
Inserting Cells
Deleting Cells
Inserting Columns
Inserting Rows
Deleting Rows And Columns
Switching Between Worksheets
Working With A Worksheet

Printing

Understanding Printing
Previewing Before You Print
Performing A Quick Print
Selecting A Printer
Printing A Range
Printing An Entire Workbook
Specifying The Number Of Copies
The Print Dialog Box
Printing

Page Setup

Understanding Page Layout
Using Built In Margins
Setting Custom Margins
Changing Margins By Dragging
Centring On A Page
Changing Orientation
Specifying The Paper Size
Setting The Print Area
Clearing The Print Area
Inserting Page Breaks
Using Page Break Preview
Removing Page Breaks
Setting A Background
Clearing The Background
Settings Rows As Repeating Print
Titles
Clearing Print Titles
Printing Gridlines
Printing Headings
Scaling To A Percentage
Fit To A Specific Number Of Pages
Strategies For Printing Larger
Worksheets
Page Setup

Headers And Footers

Understanding Headers And Footers
Adding A Quick Header
Adding A Quick Footer
Switching Between Headers And
Footers
Typing Text Into Headers And Footers
Modifying Headers And Footers
Adding Page Numbering
Adding Date Information
Adding Workbook Information
Adding A Picture
Formatting Headers And Footers
Dragging Margins For Headers And
Footers
Creating A Different First Page
Different Odd And Even Pages
Headers And Footers

Saving Workbooks

Filing Locations
Naming Conventions
Compatibility Mode
Saving As A Different Name
Saving In Another Location
Saving In Another Version
Saving In A Web Format
Saving In Binary Format
Saving As A Template
Saving As Macro Enabled
Saving With Thumbnails
Saving Tags And Author Details
Saving Workbooks

Creating Charts

Understanding The Charting Process
Choosing The Chart Type
Creating A New Chart
Working With An Embedded Chart
Resizing A Chart
Dragging 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
Creating Charts

Charting Techniques

Understanding Chart Layout Elements
Adding A Chart Title
Adding Axes Titles
Positioning The Legend
Showing Data Labels
Showing A Data Table
Modifying The Axes
Showing Gridlines
Formatting The Plot Area
Showing The Plot Area
Adding A Trendline
Adding Error Bars
Adding A Text Box To A Chart
Drawing Shapes In A Chart
Charting Techniques

Getting Help

Understanding How Help Works
Accessing The Help Window
Browsing For Help
Returning To The Home Page
Using The Table Of Contents
Searching Using Keywords
Disconnecting Online Help
Printing A Help Topic
Working With Screen Tips
Dialog Box Help
Other Sources Of Help
Getting Help

General Computer Operation

Setting Up An Ergonomic Workstation

Breaks And Exercises
Reducing Paper Wastage
Environmentally Friendly Computing
Backup Procedures
Electronic File Management
Managing File Folders
Creating A Quick File Listing
General Computer Operation

Integrated Assignment

Concluding Remarks



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