



# BSBITU202A Create and Use Spreadsheets

Microsoft Excel 2010



INFOCUS COURSEWARE

Curriculum Series 3A

Order Code: INF856

ISBN: 978-1-921721-83-0

## ❖ General Description

The skills and knowledge acquired in **BSBITU202A Create and Use Spreadsheets** are sufficient to be able to create and use spreadsheet workbooks, enter and edit formulas, create charts, and print reports.

## ❖ Learning Outcomes

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

- navigate your way around **Microsoft Excel 2010**
- create a new workbook
- 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
- use font formatting techniques to greatly enhance the look of a worksheet
- understand and use the number formatting features in **Excel**
- work with various elements of a worksheet
- print your workbook data
- create effective charts in **Microsoft Excel**
- work comfortably and safely, be assured that you are a responsible environmental citizen, and effectively manage your files and folders

## ❖ Target Audience

**BSBITU202A Create and Use Spreadsheets** 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.

## ❖ Prerequisites

**BSBITU202A Create and Use Spreadsheets** assumes little or no knowledge of the **Microsoft Excel 2010**. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

## ❖ Pages

214 pages

## ❖ Student Files

Many of the topics in **BSBITU202A Create and Use Spreadsheets** require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at [www.watsoniapublishing.com](http://www.watsoniapublishing.com). Simply follow the student files link on the home page. You will need the product code for this course which is **INF856**.

## ❖ Includes

This *Unit Workbook* includes:

- ✓ Competency unit mapping,
- ✓ Complete and comprehensive learning resources,
- ✓ Work-related practice exercises designed to allow the student to develop and practice skills and knowledge and to work within designated timeframes,
- ✓ Comprehensive integrated assessment assignment.

## ❖ Formats Available

- ❖ A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic licence
- ❖ Available also as a *Reference Booklet* (Product Code: **RB - INF856**)

## ❖ Additional Teaching Resources

A *Teacher Resource CD* is available for this workbook (sold separately) which includes a comprehensive test bank, solutions to all practice exercises and assessment activities, more detailed unit mapping documents, learning and assessment plans, additional assessment activities, and a teacher's handbook.

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Product Information



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- ✓ Practice Exercise





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## ➤ Printing

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- ✓ Breaks And Exercises
- ✓ Reducing Paper Wastage
- ✓ Environmentally Friendly Computing
- ✓ Backup Procedures
- ✓ Practice Exercise

## ➤ Integrated Assignment

## ➤ Concluding Remarks



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