



BSBITU304A Produce Spreadsheets

Microsoft Excel 2010



INFOCUS COURSEWARE

Curriculum Series 3A

Order Code: INF857

ISBN: 978-1-921721-84-7

❖ General Description

The skills and knowledge acquired in **BSBITU304A Produce Spreadsheets** are sufficient to be able to plan, create, modify, and print a range of different spreadsheets that can be used for a variety of business purposes.

❖ Learning Outcomes

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

- understand the origins of and basic uses for spreadsheets
- navigate your way around **Microsoft Excel 2010**
- create a new workbook
- understand, create and work with formulas and functions used to perform calculations
- 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**
- apply conditional formatting to ranges in a worksheet
- 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

BSBITU304A Produce Spreadsheets is designed for users who are keen to learn how to create spreadsheets. It applies to individuals employed in a range of environments who need to know how to create spreadsheets that encompass formatting, formulas, and charting.

❖ Prerequisites

BSBITU304A Produce Spreadsheets assumes little or no knowledge of **Microsoft Excel 2010**. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Pages

244 pages

❖ Student Files

Many of the topics in **BSBITU304A Produce 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. Simply follow the student files link on the home page. You will need the product code for this course which is **INF857**.

❖ 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 - INF857**)

❖ 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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➤ Integrated Assignment

➤ Concluding Remarks



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