



ICAU1130B - Operate a Spreadsheet Application

Microsoft Excel 2010



INFOCUS COURSEWARE

Curriculum Series 3A

Order Code: INF875

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❖ General Description	The skills and knowledge covered in this manual are sufficient for the student to create and format simple spreadsheets using basic formulae and functions that may or may not include charts.
❖ Learning Outcomes	<p>At the completion of this course you should be able to:</p> <ul style="list-style-type: none">➤ navigate your way around Microsoft Excel 2010➤ 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➤ make changes to data in a workbook➤ use font formatting techniques to greatly enhance the look of a worksheet➤ align the contents of cells in a number of ways➤ understand and use the number formatting features in Excel➤ sort data in a list in a worksheet➤ print your workbook data➤ create effective charts in Microsoft Excel
❖ Target Audience	This publication is designed to be used as a learning resource for people studying the IT competency ICAU1130B Operate A Spreadsheet Application, using Microsoft Excel 2010.
❖ Prerequisites	ICAU1130B Operate A Spreadsheet Application assumes little or no knowledge of the software Microsoft Excel 2007. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment consistent with the IT competency ICAU1128B Operate a personal computer.
❖ Pages	144 pages
❖ Student Files	Many of the topics in ICAU1130B - Operate a Spreadsheet Application Microsoft Excel 2010 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 INF875.
❖ Methodology	The In Focus 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
❖ Companion Products	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 .

* Duration relates to study time only and does not include assessment time. Duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Monday, April 18, 2011 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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Product Information



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