



Operate Spreadsheet Applications

ICAICT105A



WATSONIA PUBLISHING

Microsoft Excel 2010

INFOCUS COURSEWARE

Curriculum Series ICT11

Order Code: INF900

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❖ General Description

This courseware aims to provide the skills, knowledge and practical experience in Microsoft Excel required to demonstrate competence in the ICA11 unit **ICAICT105A - Operate spreadsheet applications**.

❖ Learning Outcomes

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

- create new workbooks in **Microsoft Excel**
- work with workbooks created in **Microsoft Excel**
- format workbooks to enhance their visual appeal
- insert pictures and create charts in a workbook
- print data from workbooks
- customise **Microsoft Excel** and workbooks

❖ Target Audience

This courseware applies to individuals wishing to study for the ICA11 unit **ICAICT105A - Operate Spreadsheet Applications**. This unit applies to individuals who perform a range of routine tasks in the workplace using a fundamental knowledge of spreadsheets under direct supervision or with limited responsibility.

❖ Prerequisites

This courseware assumes no prior experience in the use of Microsoft Excel 2010 or any other spreadsheet application. Some general understanding of how a computer operates, especially pertaining to files and file management, would be beneficial.

❖ Pages

113 pages

❖ Student Files

Many of the topics in this courseware require the student 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 **INF900**.

❖ Includes

This *Unit Workbook* includes:

- ✓ Competency unit mapping
- ✓ Complete and comprehensive learning resources

❖ 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 - INF900**)

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47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information



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