



INFOCUS COURSEWARE

# BSBITU402A Develop And Use Complex Spreadsheets

Microsoft Excel 2013



Product Code: INF938

ISBN: 978-1-925121-53-7

## ❖ General Description

This publication has been mapped to the **BSBITU402A - Develop And Use Complex Spreadsheets** competency and is designed to act as a learning guide covering the technical aspects of the competency. It is primarily designed for people who need to know how to use Microsoft Excel to develop automated and linked workbook solutions.

## ❖ Learning Outcomes

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

- create more complex formulas and functions
- work with logical function in **Excel**
- use maths functions
- use a variety of **Financial** functions
- use a variety of financial functions
- use the date and time functions to perform calculations
- use a range of lookup and reference functions
- use a range of techniques to work with worksheets
- understand and create simple **PivotTables**
- create and edit a **PivotChart**
- use and format a range of elements and features to enhance charts
- apply a variety of page setup techniques
- import data into **Excel** and export data from **Excel**
- create and use templates in **Microsoft Excel**
- create recorded macros in **Excel**
- use the macro recorder to create a variety of macros
- work safely with your computer, consider your impact on the environment and manage files and folders efficiently

## ❖ Prerequisites

BSBITU402A Develop And Use Complex Spreadsheets assumes some knowledge of Microsoft Excel 2013, as well as a general understanding of personal computers and the Windows operating system environment.

## ❖ Topic Sheets

274 topics

## ❖ Methodology

The InFocus 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 complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at [www.watsoniapublishing.com](http://www.watsoniapublishing.com).

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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](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)

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## Contents

### Complex Formulas

- Scoping a Formula
- Long-Hand Formulas
- Preparing for Complex Formulas
- Creating the Base Formula
- Adding More Operations
- Editing a Complex Formula
- Adding More Complexity
- Copying Nested Functions
- Switching to Manual Recalculation
- Pasting Values From Formulas
- Documenting Formulas
- Practice Exercise
- Practice Exercise Sample

### Logical Functions

- Understanding Logical Functions
- Using IF With Text
- Using IF With Numbers
- Nesting IF Functions
- Using IFERROR
- Using TRUE and FALSE
- Using AND
- Using OR
- Using NOT
- Practice Exercise
- Practice Exercise Sample

### Maths Functions

- Understanding Maths Functions
- Using SQRT
- Using ABS
- Using INT
- Using TRUNC
- Using ROUND
- Using ROUNDDOWN and ROUNDUP
- Using ODD and EVEN
- Using CEILINGMATH
- Using MROUND
- Using PRODUCT
- Using SUMIF
- Using SUMIFS
- Using SUMPRODUCT
- Practice Exercise
- Practice Exercise Sample

### Statistical Functions

- Understanding Statistical Functions
- Status Bar Statistics

- Using COUNT and COUNTA
- Using COUNTBLANK
- Using COUNTIF
- Using MODE
- Using MEDIAN
- Using LARGE and SMALL
- Using STDEV
- Using VAR
- Practice Exercise
- Practice Exercise Sample

### Financial Functions

- Understanding Financial Functions
- Using PMT
- Using FV
- Using NPV
- Using PV
- Using RATE
- Using EFFECT
- Using NOMINAL
- Practice Exercise
- Practice Exercise Sample

### Date and Time Functions

- Understanding Date and Time Functions
- Using NOW
- Using HOUR and MINUTE
- Using TODAY
- Calculating Future Dates
- Using DATE
- Using Calendar Functions
- Using WEEKDAY
- Using WEEKNUM
- Using WORKDAY
- Using EOMONTH
- Practice Exercise
- Practice Exercise Sample

### Lookup Functions

- Understanding Data Lookup Functions
- Using CHOOSE
- Using VLOOKUP
- Using VLOOKUP for Exact Matches
- Using HLOOKUP
- Using INDEX
- Using Match
- Understanding Reference Functions

- Using ROW and ROWS
- Using COLUMN and COLUMNS
- Using ADDRESS
- Using INDIRECT
- Using OFFSET
- Practice Exercise
- Practice Exercise Sample

### Worksheet Techniques

- Inserting and Deleting Worksheets
- Copying a Worksheet
- Renaming a Worksheet
- Moving a Worksheet
- Hiding a Worksheet
- Unhiding a Worksheet
- Copying a Sheet to Another Workbook
- Moving a Sheet to Another Workbook
- Changing Worksheet Tab Colours
- Grouping Worksheets
- Hiding Rows and Columns
- Unhiding Rows and Columns
- Freezing Rows and Columns
- Splitting Windows
- Practice Exercise
- Practice Exercise Sample
- Understanding Data Linking
- Linking Between Worksheets
- Linking Between Workbooks
- Updating Links Between Workbooks
- Practice Exercise
- Practice Exercise Sample

### PivotTables

- Understanding Pivot Tables
- Recommended Pivot Tables
- Creating Your Own PivotTable
- Defining the PivotTable Structure
- Filtering a PivotTable
- Clearing a Report Filter
- Switching PivotTable Fields
- Formatting a PivotTable
- Understanding Slicers
- Creating Slicers
- Inserting a Timeline Filter
- Practice Exercise
- Practice Exercise Sample
- Using Compound Fields



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](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)

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Counting in a PivotTable  
Formatting PivotTable Values  
Working With PivotTable Grand Totals  
Working With PivotTable Subtotals  
Finding the Percentage of Total  
Finding the Difference From  
Grouping in PivotTable Reports  
Creating Running Totals  
Creating Calculated Fields  
Providing Custom Names  
Creating Calculated Items  
PivotTable Options  
Sorting in a PivotTable  
Practice Exercise  
Practice Exercise Sample

## PivotCharts

Inserting a PivotChart  
Defining the PivotChart Structure  
Changing the PivotChart Type  
Using the PivotChart Filter Field Buttons  
Moving PivotCharts to Chart Sheets  
Practice Exercise  
Practice Exercise Sample

## Charting Techniques

Understanding Chart Elements  
Adding a Chart Title  
Adding Axes Titles  
Repositioning the Legend  
Showing Data Labels  
Showing Gridlines  
Formatting the Chart Area  
Adding a Trendline  
Adding Error Bars  
Adding a Data Table  
Practice Exercise  
Practice Exercise Sample  
Understanding Chart Formatting  
Selecting Chart Objects  
Using Shape Styles  
Changing Column Colour Schemes  
Changing the Colour of a Series  
Changing Line Chart Colours  
Using Shape Effects  
Colouring the Chart Background  
Understanding the Format Pane  
Using the Format Pane  
Exploding Pie Slices  
Changing Individual Bar Colours

Practice Exercise  
Practice Exercise Sample

## Page Setup

Strategies for Printing Worksheets  
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  
Practice Exercise  
Practice Exercise Sample

## Importing and Exporting

Understanding Data Importing  
Importing From an Earlier Version  
Understanding Text File Formats  
Importing Tab Delimited Text  
Importing Comma Delimited Text  
Importing Space Delimited Text  
Importing Access Data  
Working With Connected Data  
Unlinking Connections  
Exporting to Microsoft Word  
Exporting Data as Text  
Practice Exercise  
Practice Exercise Sample

## Templates

Creating a Template  
Using a Template  
Modifying a Template  
Practice Exercise  
Practice Exercise Sample

## Recorded Macros

Understanding Excel Macros  
Setting Macro Security  
Saving a Document as Macro Enabled  
Recording a Simple Macro  
Running a Recorded Macro  
Relative Cell References  
Running a Macro With Relative References  
Viewing a Macro  
Editing a Macro  
Assigning a Macro to the Toolbar  
Running a Macro From the Toolbar  
Assigning a Macro to the Ribbon  
Assigning a Keyboard Shortcut to a Macro  
Deleting a Macro  
Copying a Macro  
Practice Exercise  
Practice Exercise Sample

## Recorder Workshop

Preparing Data for an Application  
Recording a Summation Macro  
Recording Consolidations  
Recording Divisional Macros  
Testing Macros  
Creating Objects to Run Macros  
Assigning a Macro to an Object  
Practice Exercise  
Practice Exercise Sample

## General Computer Operation

Setting Up an Ergonomic Workstation  
Breaks and Exercises  
Reducing Paper Wastage  
Environmentally Friendly Computing  
Backup Procedures  
Practice Exercise  
Practice Exercise Workspace  
Understanding How Help Works  
Accessing the Help Window  
Navigating the Help Window  
Using the Office Website for Help  
Using Google to Get Help  
Printing a Help Topic  
Other Sources of Assistance  
Practice Exercise  
Practice Exercise Workspace



47 Greenaway Street  
Bulleen VIC 3105  
Australia  
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Phone: (+61) 3 9851 4000  
Fax: (+61) 3 9851 4001  
[info@watsoniapublishing.com](mailto:info@watsoniapublishing.com)  
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## Unit Mapping

This unit describes the performance outcomes, skills and knowledge required to use spreadsheet software to complete business tasks and to produce complex worksheets.

	Performance Criteria	Location
<b>1</b>	<b>Prepare to develop spreadsheet</b>	
1.1	Organise personal work environment in accordance with ergonomic requirements	Chapter 17: General Computer Operation
1.2	Analyse task and determine specifications for spreadsheets	Generally assumed throughout
1.3	Identify organisational and task requirements in relation to data entry, storage, output, reporting and presentation requirements	Generally assumed throughout
1.4	Apply work organisation strategies and energy and resource conservation techniques to plan work activities	Chapter 17: General Computer Operation
<b>2</b>	<b>Develop a linked spreadsheet solution</b>	
2.1	Utilise spreadsheet design software functions and formulae to meet identified requirements	Chapter 1: Complex Formulas, Chapter 2: Logical Functions, Chapter 3: Maths Functions, Chapter 4: Statistical Functions, Chapter 5: Financial Functions, Chapter 6: Date and Time Functions, Chapter 7: Lookup Functions, Chapter 8: Worksheet Techniques
2.2	Link spreadsheets in accordance with software procedures	Chapter 8: Worksheet Techniques, Chapter 9: PivotTables, Chapter 10: PivotCharts
2.3	Format cells and use data attributes assigned with relative and/or absolute cell references, in accordance with the task specifications	Chapter 1: Complex Formulas
2.4	Test formulae to confirm output meets task requirements	Generally assumed throughout
<b>3</b>	<b>Produce simple charts</b>	
3.1	Evaluate tasks to identify those where automation would increase efficiency	Chapter 16: Recorder Workshop
3.2	Create, use and edit macros to fulfil the requirements of the task and automate spreadsheet operation	Chapter 15: Recorded Macros, Chapter 16: Recorder Workshop
3.3	Develop, edit and use templates to ensure consistency of design and layout for forms and reports, in accordance with organisational requirements	Chapter 14: Templates
<b>4</b>	<b>Automate and standardise spreadsheet operation</b>	
4.1	Enter, check and amend data in accordance with organisational and task requirements	Generally assumed throughout, Chapter 1: Complex Formulas, Chapter 2: Logical Functions, Chapter 3: Maths Functions, Chapter 4: Statistical Functions, Chapter 5: Financial Functions, Chapter 6: Date and Time Functions, Chapter 7: Lookup Functions
4.2	Import and export data between compatible spreadsheets and adjust host documents, in accordance with software and system procedures	Chapter 13: Importing and Exporting
4.3	Use manuals, user documentation and online help to overcome problems with spreadsheet design and production	Chapter 17: General Computer Operation
4.4	Preview, adjust and print spreadsheet in accordance with organisational and task requirements	Chapter 12: Page Setup
4.5	Name and store spreadsheet in accordance with organisational requirements and exit the application without data loss or damage	Generally assumed throughout
<b>5</b>	<b>Represent numerical data in graphic form</b>	
5.1	Determine style of graph to meet specified requirements and manipulate spreadsheet data if necessary to suit graph requirements	Chapter 11: Charting Techniques
5.2	Create graphs with labels and titles from numerical data contained in a spreadsheet file	Chapter 9: PivotTables, Chapter 11: Charting Techniques
5.3	Save, view and print graph within designated time lines	Chapter 9: PivotTables, Chapter 11: Charting Techniques

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