

## Mapping to Unit BSBITU202A Create and use spreadsheets

This unit describes the performance outcomes, skills and knowledge required to correctly create and use spreadsheets and charts through the use of spreadsheet software. The following table maps elements to the manual from Microstar Publishing titled **BSBITU202A Create and use spreadsheets with Excel**. Some of the elements to do with safe work practices, conservation, using online help, disk and file management are similar to elements in other units and are addressed in the material **eCompanion** where indicated. Manual content is designed to satisfy each elements performance criteria in keeping with the associated range statement.

Element and Performance Criteria		Reference
<b>1. Select and prepare resources</b>		
1.1	Adjust workspace, furniture and equipment to suit user <i>ergonomic, work organization</i> and occupational health and safety <i>requirements</i> .	eCompanion
1.2	Use energy and resource <i>conservation techniques</i> to minimise wastage in accordance with organisational and statutory requirements	eCompanion
1.3	Identify spreadsheet task requirements and clarify with relevant personnel as required.	All chapters contribute
<b>2. Create simple spreadsheets</b>		
2.1	Ensure <i>data</i> is entered, <i>checked</i> and amended in accordance with organisational and task requirements, to maintain consistency of design and layout.	Ch 2 Creation Ch 5 Using Fill Ch 7 Cut and Copy
2.2	Format spreadsheet using software functions, to adjust page layout to meet information requirements, in accordance with organizational style and presentation requirements.	Ch 3 Formula Ch 4 Formatting Ch 6 More formula, functions
2.3	Ensure formulae are used and tested to confirm output meets task requirements, in consultation with appropriate personnel as required.	Ch 3 Formula Ch 6 More formula and functions
2.4	User manuals, user documentation and on-line help are used to overcome problems with spreadsheet design and production.	eCompanion
<b>3. Produce simple charts</b>		
3.1	Select chart type and design that enables valid representation of numerical data and meets organizational and task requirements	Ch 9 Charts
3.2	Create chart using appropriate data range in the spreadsheet	Ch 9 Charts
3.3	Modify chart type and layout using formatting features	Ch 9 Charts
<b>4. Finalise spreadsheets</b>		
4.1	Ensure spreadsheet and any accompanying charts are previewed, adjusted and <i>printed</i> in accordance with organisational and task requirements	Ch 8 Printing Ch 9 Charts
4.2	Ensure data input meets <i>designated timelines</i> and organisational requirements for speed and accuracy	Ch 2 Creation Ch 5 Using Fill Ch 7 Cut, copy, paste data, formula
4.3	Name and store spreadsheet in accordance with organisational requirements and the application exited without data loss/damage	eCompanion Ch 2 Creation Ch 6 Formatting

# **BSBITU202A Create and use spreadsheets**

## **Chapter 1 Introduction to Microsoft Excel**

The Excel workplace; Moving around Excel; The Quick Access Toolbar; the Ribbon; Moving around the Excel screen with the mouse and keyboard.

## **Chapter 2 Creating Excel Workbooks**

Creating a new workbook; Enter and edit text and data; Column width; Save, close and open files; Input range to enter data; Spellcheck and proofread; AutoComplete to enter text; Basic print. Simple Footer.

## **Chapter 3 Basic Formulae**

Introduction to calculations; Addition; Sum function; Subtraction; Multiplication; Division; Using AutoSum; Check formula; Check errors.

## **Chapter 4 Formatting the Spreadsheet**

Default settings; Insert and delete columns and rows; Column width; Row height; Font style; Typeface styles and point size; Format numbers, dates; text alignment- horizontal and vertical; Merge cells; Wrap text; Orientate text; Cell borders, shading, styles; Colour text; Cell Styles.

## **Chapter 5 Using Fill for Data Entry**

Simple Fill down or right; Create a Series with Fill; AutoFill; Filling simple formula.

## **Ch 6 More Formula and Functions**

Combining operators, BODMAS Rules; Spreadsheet design for formulae; Using Absolute Cell References; Functions: Sum, Average, maximum, minimum.

## **Chapter 7 Copy, Move**

Copy and move text, data and formula; Copy to several locations at once; Change Relative Cell References to Absolute; Using Drag and Drop to Move and Copy; Sorting.

## **Chapter 8 Printing**

Page break preview; Print preview; Page Setup: Orientation, paper size, scaling to fit, margins; Print options, gridlines, row and column headings; Headers and footers; Page numbering; Printing, whole sheet, whole workbook, selected cells, formula.

## **Chapter 9 Creating Charts**

How Charts are created; Chart types; Create a chart; Switch row and column data; Chart Titles; Axis titles; Legend; Data labels; Data tables; Gridlines; Move, resize and delete; Print a chart; Pie Chart; Change chart type.