

Mapping to Unit BSBITU304A Produce spreadsheets

This unit describes the performance outcomes, skills and knowledge required to develop spreadsheets through the use of spreadsheet software. The following table maps elements to the manual from Microstar Publishing titled **BSBITU304A Produce Spreadsheets with Excel 2013**. Manual content is designed to satisfy each elements performance criteria in keeping with the associated range statement. Check the associated Outline for details on chapter contents. The eCompanion is a digital resource which is available free when purchasing the texts.

Element and Performance Criteria		Reference
1. Select and prepare resources		
1.1	Adhere to <i>ergonomic, work organization</i> and occupational health and safety <i>requirements</i> .	Ch 1 Intro Excel eCompanion
1.2	Use energy and resource <i>conservation techniques</i> to minimise wastage	eCompanion
1.3	Identify spreadsheet task requirements in relation to data entry, storage, output and presentation	All chapters contribute
2. Plan spreadsheet design		
2.1	Ensure spreadsheet design suits the purpose, audience and information requirements of the task	All chapters contribute
2.2	Ensure spreadsheet design enhances readability and appearance, and meets organisational and task requirements for style and layout	Ch 3 Formatting Ch 4 Printing
2.3	Use style sheets and automatic functions to ensure consistency of design and layout	Ch 3 Formatting Ch 7 Fill, copy, move Ch 9 Shortcuts and macros
3. Create spreadsheet		
3.1	Ensure <i>data</i> is entered, <i>checked</i> and amended to maintain consistency of design and layout, in accordance with organisational and task requirements	Ch 1 Intro Ch 3 Formatting Ch 7 Using Fill Ch 8 Import data
3.2	Format spreadsheet using software functions, to adjust page and cell layout to meet information requirements, in accordance with organizational style and presentation requirements.	Ch 3 Formatting Ch 4 Print and display
3.3	Ensure formulae are tested and used to confirm output meets task requirements, in consultation with appropriate personnel as required.	Ch 2 Formula Ch 6 More formula
3.4	Use manuals, user documentation and on-line help are to overcome problems with spreadsheet design and production.	eCompanion Manual
4. Produce simple charts		
4.1	Select chart type and design that enables valid representation of numerical data and meets organizational and task requirements	Ch 5 Charts
3.2	Create charts using appropriate data range in the spreadsheet	Ch 5 Charts
3.3	Modify chart type and layout using formatting features	Ch 5 Charts

5. Finalise spreadsheets		
4.1	Preview, adjust and <i>print</i> spreadsheet and any accompanying charts, in accordance with task requirements	Ch 4 Printing Ch 5 Charts
4.2	Ensure data input meets <i>designated timelines</i> and organisational requirements for speed and accuracy	Ch 1 Introduction Ch 8 Import/Export Ch 9 Macros and Shortcuts
4.3	Name and store spreadsheet in accordance with organisational requirements and the application exited without data loss/damage	eCompanion Ch 1 Introduction

Outline BSBITU304A Produce spreadsheets with Excel

This book will proceed with the assumption that students may not have used Excel before however they will be more familiar with using computers in general. Due to the required outcomes and range statement some of the content is similar to BSBITU202A however we will not use the same examples for the same subject so students who may have completed BSBITU202A will not be repeating the same work.

Chapter 1 Introduction to Microsoft Excel

The Excel workplace; Moving around Excel; 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; Undo and redo.

Chapter 2 Basic Formulae

Introduction to calculations; Addition; Sum function; Subtraction; Multiplication; Division; Using AutoSum; Use AutoFill to copy formula; Check formula; Check errors; Spreadsheet design

Chapter 3 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; AutoFormat; Splitting the screen and freezing panes

Chapter 4 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; Display formula results.

Chapter 5 Creating Charts

How Charts are created; Chart types; Create a chart; Column, Pie, Stacked column, Bar; 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; Add and remove data; Format data markers; Using a graphic for a data marker.

Chapter 6 More Formula and Functions

Combining operators, BODMAS Rules; Spreadsheet design for formulae; Using Absolute Cell References; The Average function. Use functions on a non-continuous range; use a combination of operator and function.

Chapter 7 Fill, Copy, Move

Simple Fill Down or Right; Fill formatting; Fill a formula with Relative cell reference; 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 Import and Export Data

Link data between worksheets; Import worksheets; Export data; Copy data from Word; Link data between Word and Excel; How to determine if data is linked; Import delimited text; Check and modify imported data; Find and replace; The Format Painter.

Chapter 9 Shortcuts and Macros

AutoCorrect; AutoText; Record a Macro; Run a Macro; Assign a Macro to a Quick Access Toolbar button; Delete a Macro; Shortcut keys.