

Mapping to Unit BSBITU402A Develop and use complex spreadsheets

This unit describes the performance outcomes, skills and knowledge to use spreadsheet software to complete business tasks and to produce complex documents. The following table maps elements to the manual from Microstar Publishing titled **BSBITU402A Develop and use complex spreadsheets with Excel 2013**. 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 an electronic format, the **eCompanion**, where indicated. Manual content is designed to satisfy each element's performance criteria in keeping with the associated range statement.

Element and Performance Criteria		Reference
1. Use safe work practices		
1.1	Organise personal work environment in accordance with <i>ergonomic requirements</i>	eCompanion
1.2	Analyse task and determine specifications for spreadsheets	All chapters contribute
1.3	Identify organisational and task requirements in relation to data entry, storage, output, reporting and presentation requirements	All chapters contribute
1.4	<i>Apply work organisation strategies and energy and resource conservation techniques</i> to plan work activities	eCompanion
2. Develop a linked spreadsheet solution		
2.1	Utilise spreadsheet design software functions and formulae to meet identified requirements	Ch 1 Lists Ch 2 Formulae Ch 3 Functions
2.2	Link spreadsheets in accordance with software procedures	Ch 5 Import and Export Data
2.3	Format cells and use data attributes assigned with relative and/or absolute cell references used in accordance with the task specifications	Ch 2 Formulae Ch 4 Formatting Ch 8 Validate and Protect
2.4	Test formulae to confirm output meets task requirements	Ch 2 Formula Ch 3 Functions
3. Automate and standardise spreadsheet operation		
3.1	Evaluate tasks to identify those where automation would increase efficiency	Ch 3 Functions Ch 9 Macros
3.2	Create use and edit macros to fulfil the requirements of the task and automate spreadsheet operation	Ch 9 Macros
3.3	Develop, edit and use templates to ensure consistency of design and layout for forms and reports in accordance with organisational requirements	Ch 4 Formatting and Templates Ch 6 Printing

4. Use spreadsheets

4.1	Enter, check and amend data in accordance with organisational and task requirements	Ch 8 Validate and Protect Data
4.2	Import and export data between compatible spreadsheets and adjust host documents in accordance with software and system procedures	Ch 5 Import and Export Data Ch 4 Formatting
4.3	Use manuals, user documentation and on-line help to overcome problems with spreadsheet design and production	eCompanion and whole manual
4.4	Preview, adjust and print spreadsheet in accordance with organisational and task requirements	Ch 6 Printing
4.5	Name and store spreadsheet in accordance with organisational requirements and exit the application without data loss or damage	eCompanion Ch 8 Protect Data

5. Represent numerical data in graphic form

5.1	Determine style of graph to meet specified requirements and manipulate spreadsheet data if necessary to suit graph requirements	Ch 7 Charts
5.2.	Create graphs with labels and titles from numerical data contained in a spreadsheet file	Ch 7 Charts
5.3	Save, view and print graph within designated timelines	Ch 7 Charts

Outline BSBITU402A Develop and use complex spreadsheets with Excel 2013

Chapter 1 Manage lists of data

Tips for creating data lists; Sort, conditional sort; Filter; Advanced filters; Subtotal and outlines; Pivot tables.

Chapter 2 Formulae revision

Review simple formula; Addition, subtraction, division, multiplication, percentage; Bodmas rules; Use absolute cell references to copy formula; Spreadsheet design; Percentage.

Chapter 3 Functions

Statistical functions: AVERAGE, MAX, MIN, COUNT, COUNTA, STDEV, Financial functions: NPER, RATE, PMT, IPMT, PPMT; Date and time functions: NOW, TODAY, DATE, TIME, WEEKDAY, EDATE; Logical and lookup functions; IF, Nest IF, AND, OR, NOT, TRUE, FALSE, CHOOSE, LOOKUP, VLOOKUP.

Chapter 4 Formatting and templates

Review simple formatting; The format painter; Create and apply styles; Set conditional formatting; Apply multiple conditions to a cell; Delete conditional formats; Split the screen and freeze panes; Repeat headings on multiple pages; Templates: Create, save, use, edit.

Chapter 5 Import and export data

Linked formula in worksheets and workbooks; Import worksheets from other workbook files; Copy data from word; Create a link between Words and Excel; How to determine if data is linked; Embed a Word document; Use a text box; Import delimited text; Remove links to text; Check and modify imported data; Find and replace; The format painter; Import an access table to excel; Check connections and refresh data; Copy Access data to Excel.

Chapter 6 Print

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

Chapter 7 Create 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; Add and remove data; format data markers; Chart background.

Chapter 8 Validate and protect data

Specify valid data entries; Test the validation settings; Display a message when a cell is selected, when invalid data is entered; Identify invalid values in cells, data from calculations; Restrict data entry to values on a list; Restrict data entry using formula; Locate cells with data restrictions or messages; Remove data restrictions and messages; Protect workbooks; Make a file read-only; Protect with a password.

Chapter 9 Automating tasks with macros

Macros: record, run, assign a macro to a quick access toolbar button, edit; delete, tips for recording macros; Reset the Quick Access toolbar; Shortcut keys