

Design and use spreadsheets (Excel 2019)

This workbook supports BSBITU212 Create and use spreadsheets and BSBITU314 Design and produce spreadsheets in the Business Services Training Package

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BSBITU212 Create and use spreadsheets

Application

This unit describes the skills and knowledge required to correctly create and use spreadsheets and charts using both cloud-based and non-cloud based spreadsheet applications.

It applies to individuals who perform a range of routine tasks in the workplace using a limited range of practical skills and fundamental knowledge of spreadsheet software/applications in a defined context under direct supervision or with limited individual responsibility.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Elements and Performance Criteria

Element <i>Elements describe the essential outcomes.</i>	Performance Criteria <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>	Page reference
1. Prepare to produce spreadsheet	1.1 Adjust workspace, furniture and equipment to suit own ergonomic, work organisation and work health and safety (WHS) requirements	13–16
	1.2 Identify task purpose, audience and presentation requirements, and clarify with relevant personnel as required	22–24, 74, 137–143
	1.3 Identify specific task requirements, including layout and delivery timeline, and clarify with relevant personnel as required	21–26, 74, 137–143
	1.4 Select most appropriate application to produce spreadsheet in accordance with available resources and organisational policies	28
2. Create simple spreadsheets	2.1 Ensure data is entered, checked and amended in accordance with organisational and task requirements, to maintain consistency of design and layout	46–55, 74–75, 77, 79–87, 92–98
	2.2 Format spreadsheet using application functions; to adjust page and cell layout to meet information requirements, in accordance with organisational style and presentation requirements	50–71, 73, 79–88
	2.3 Ensure formulae are used and tested to confirm output meets task requirements, in consultation with appropriate personnel as required	36, 41–44, 54–54, 57–58, 88–98
	2.4 Use relevant help functions to overcome simple issues relating to spreadsheet design and production	99, 143

Element <i>Elements describe the essential outcomes.</i>	Performance Criteria <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>	Page reference
3. Produce simple charts	3.1 Select chart type and design that enables valid representation of numerical data and meets organisational and task requirements	100–102
	3.2 Create chart using appropriate data range in spreadsheet	103–108, 111
	3.3 Modify chart type and layout using formatting features	104–109
4. Finalise and present spreadsheets	4.1 Review and edit final spreadsheet and prepare for delivery in accordance with organisational and task requirements	70, 77–78, 92–98, 110, 130–131, 133, 134–136, 140–141, 143
	4.2 Deliver document to relevant audience within designated timelines and in accordance with organisational requirements	20–21, 72–74, 110, 125–126, 130–131, 133, 134–136, 140–141, 143
	4.3 Name and store spreadsheet appropriately in accordance with organisational requirements and exit application without data loss	Throughout workbook

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description	Page reference
Reading	<ul style="list-style-type: none"> Recognises numerical and textual information within a range of resources to determine and complete work according to requirements 	Throughout workbook
Writing	<ul style="list-style-type: none"> Enters and amends routine data into relevant digital applications using a format appropriate to requirements 	Throughout workbook
Oral communication	<ul style="list-style-type: none"> Listens to short and specific instructions and uses questions to clarify understanding 	23
	<ul style="list-style-type: none"> Uses simple mathematical language to confirm and convey requirements 	74–75, 143
Numeracy	<ul style="list-style-type: none"> Uses basic mathematical skills to create and apply spreadsheet formulae 	Throughout workbook
Navigate the world of work	<ul style="list-style-type: none"> Recognises and follows explicit and implicit protocols and meets expectations associated with own role 	14, 24–25
Interact with others	<ul style="list-style-type: none"> Recognises purpose of various communications directly relevant to own role and clarifies as required 	23–23, 74–75, 142
Get the work done	<ul style="list-style-type: none"> Uses key digital application features and functions in performing specific work tasks 	Throughout workbook

Assessment for BSBITU212

This Unit is assessed by:

- recommending spreadsheet applications
- demonstrating correct WHS practices
- demonstrating Excel use
- using a manual or help facility
- creating spreadsheets.

Assessment Requirements

Performance Evidence

Evidence of the ability to:	Page reference
<ul style="list-style-type: none">• follow correct ergonomic requirements and organisational policies and procedures	13–14
<ul style="list-style-type: none">• produce spreadsheet documents that align to document purpose and appropriate to target audience	Throughout workbook
<ul style="list-style-type: none">• consult with appropriate personnel as required	23, 74, 142
<ul style="list-style-type: none">• adhere to organisational style and presentation requirements	24, 91, 137–143
<ul style="list-style-type: none">• use relevant help functions to rectify simple document issues	99, 143
<ul style="list-style-type: none">• produce spreadsheet document in appropriate format for review, including ability to create and modify simple charts	Throughout workbook
<ul style="list-style-type: none">• adhere to designated timelines and ensure high accuracy when preparing documents	Throughout workbook
<ul style="list-style-type: none">• demonstrate ability to prevent data loss and damage.	30, 35, 124–125

Knowledge Evidence

The candidate must be able to demonstrate the following knowledge to effectively complete the tasks outlined in the elements and performance criteria of this unit, and to manage tasks and reasonably foreseeable contingencies in the context of the work role.	Page reference
<ul style="list-style-type: none">• Key elements of basic formatting styles appropriate to workplace documents	Throughout workbook
<ul style="list-style-type: none">• Key functions of spreadsheet applications, both cloud-based and non-cloud based	Throughout workbook
<ul style="list-style-type: none">• Key features of organisational requirements for ergonomic standards	13–14
<ul style="list-style-type: none">• Key features of organisational guidelines on spreadsheet manipulation and processing	Throughout workbook

BSBITU314 Design and produce spreadsheets

Application

This unit describes the skills and knowledge required to develop spreadsheets through the use of both cloud-based and non-cloud based spreadsheet applications.

It applies to individuals employed in a range of environments who tend to be personally responsible for designing and working with spreadsheets under minimal supervision. These individuals are generally required to have intermediate knowledge and understanding of a number of spreadsheet applications.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Elements and Performance Criteria

Element <i>Elements describe the essential outcomes.</i>	Performance Criteria <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>	Page reference
1. Select and prepare resources	1.1 Identify spreadsheet task purpose and audience	22–24, 74–75, 187–188, 194
	1.2 Identify task requirements in relation to data entry, storage, output, timeline and presentation format	21–26, 74–75, 125–126, 137–141, 178–179, 187–188, 194
	1.3 Select most appropriate application to produce spreadsheet, in accordance with available resources and organisational policies	28
2. Plan spreadsheet design	2.1 Ensure spreadsheet design suits purpose, audience and information requirements of task	Throughout workbook
	2.2 Ensure spreadsheet design enhances readability and appearance, and meets organisational and task requirements for style and layout	22–25, 74–75, 137–141, 178–179, 187–188, 194
	2.3 Use available application functions to ensure consistency of design and layout, adhering to organisational and task requirements	Throughout workbook
3. Create spreadsheet	3.1 Enter data, check and amend to maintain consistency of design and layout, in accordance with organisational and task requirements	Throughout workbook
	3.2 Format spreadsheet using application functions to adjust page and cell layout to meet information requirements, in accordance with organisational style and presentation requirements	Throughout workbook
	3.3 Ensure formulae are tested and used to confirm output meets task requirements, in consultation with appropriate personnel as required	Throughout workbook
	3.4 Use relevant help functions to overcome intermediate-level issues with spreadsheet design and production	99, 143

Element <i>Elements describe the essential outcomes.</i>	Performance Criteria <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>	Page reference
4. Produce intermediate-level charts	4.1 Select chart type and design that that offers analysis of numerical data, and meets organisational and task requirements	100–102, 191–193
	4.2 Create charts using appropriate data range in the spreadsheet	103–108, 111, 183, 191–193
	4.3 Modify chart type and layout using formatting features, adhering to organisational and task requirements	104–109, 183
5 Finalise and present spreadsheets	5.1 Review and edit final spreadsheet and any accompanying charts, and prepare for delivery in accordance with task requirements	Throughout workbook
	5.2 Deliver document to relevant audience within designated timelines and in accordance with organisational requirements for speed and accuracy	Throughout workbook
	5.3 Name and store spreadsheet appropriately in accordance with organisational requirements and exit application without data loss/damage	Throughout workbook

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description	Page reference
Reading	<ul style="list-style-type: none"> Recognises and interprets numerical and textual information to determine organisational and task requirements 	Throughout workbook
Writing	<ul style="list-style-type: none"> Inputs numerical and key reporting information when creating and finalising spreadsheets and uses format, layout, style guides and standard naming conventions to organise data according to purpose and audience 	Throughout workbook
Oral communication	<ul style="list-style-type: none"> Participates in exchange of information to determine whether formulae utilised produce result required 	186, 194
Numeracy	<ul style="list-style-type: none"> Uses mathematical equations to create simple formulae and validate numerical data 	Throughout workbook
Navigate the world of work	<ul style="list-style-type: none"> Recognises and follows explicit and implicit protocols and meets expectations associated with own role 	Throughout workbook
Interact with others	<ul style="list-style-type: none"> Collaborates with others to achieve joint outcomes 	74–75, 186
Get the work done	<ul style="list-style-type: none"> Uses advanced features within applications to address routine and complex work tasks 	Throughout workbook

Assessment for BSBITU314

This Unit is assessed by:

- recommending spreadsheet applications
- demonstrating correct WHS practices
- demonstrating Excel use
- using help facilities
- creating spreadsheets.

Assessment Requirements

Performance Evidence

Evidence of the ability to:	Page reference
<ul style="list-style-type: none"> • follow correct ergonomic, conservation requirements and relevant organisational and statutory requirements 	13–16
<ul style="list-style-type: none"> • produce spreadsheet documents that align to document purpose and appropriate to target audience 	Throughout workbook
<ul style="list-style-type: none"> • design spreadsheets that address a range of data and organisational requirements 	Throughout workbook
<ul style="list-style-type: none"> • use software functions, graphics and support materials to create spreadsheets that adhere to organisational requirements relating to style and presentation 	Throughout workbook
<ul style="list-style-type: none"> • use relevant help functions to rectify intermediate-level document issues 	99, 143
<ul style="list-style-type: none"> • produce spreadsheet document in appropriate format for review, including ability to create and modify intermediate-level charts that analyse the dataset 	Throughout workbook
<ul style="list-style-type: none"> • adhere to designated timelines and requirements for high accuracy 	Throughout workbook

Knowledge Evidence

The candidate must be able to demonstrate the following knowledge to effectively complete the tasks outlined in the elements and performance criteria of this unit, and to manage tasks and reasonably foreseeable contingencies in the context of the work role.	Page reference
<ul style="list-style-type: none"> • Key elements of intermediate-level formatting styles appropriate to workplace documents 	Throughout workbook
<ul style="list-style-type: none"> • Key functions of spreadsheet applications, both cloud-based and non-cloud based 	Throughout workbook
<ul style="list-style-type: none"> • Key features of organisational guidelines on spreadsheet design and use 	24, 75, 137–142, 187–188, 191–194
<ul style="list-style-type: none"> • Key features of organisational requirements for ergonomic standards, work periods and breaks, and conservation techniques. 	13–16

File naming procedures

A file naming convention is a system for naming digital files in a logical manner. A good file naming convention is both **consistent** (using the same convention for all files) and **descriptive** (using the name to indicate the content).

Consistent file naming helps with sorting and searching for files.

Descriptive file naming allows anyone viewing the content of a folder to identify the type of data in the file without opening it. This is particularly useful if you are sharing files in a business environment.

Your workplace may already have a naming convention; this should be given to you by your supervisor or may be documented in a procedures manual.

Naming convention tips

- The name should be easy to read; avoid abbreviations that others may not understand.
- File names are usually listed alphabetically; make the first word is meaningful.
- Consider including a creation date. Even though the device assigns a date to the file, this will change if the file is edited later. Be consistent with date formats, e.g. DDMMYY or DD-MM-YYYY.
- Check consistency with the use of spaces and punctuation in file names.
- File names cannot contain the following characters / : * ? > |
- Depending on organisational requirements, you may need to include the following in the file name:
 - organisation name
 - department name
 - document type (business case, project plan)
 - author name
 - recipient name (in the case of correspondence)
 - record number – a unique identifier applied to all documents in an organisation.

Suggested naming conventions

A letter written by Tim Smythe re Excel training could be saved using these formats:

Receiver name first	SmytheTim letter re Excel training 30072019
Document type first	Letter - Smythe re Excel training, 30_07_19
Date first	2019_07_30 Letter to Smythe, Tim re Excel training
Record number	09638320cpj_Smythe_T_300719

File naming procedure for this workbook

All exercise files used or created for this workbook are to be named using the following the file name convention:

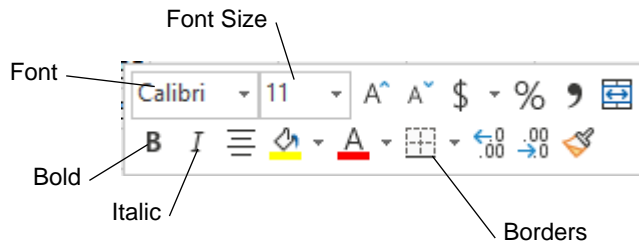
Exercise # creation date FamilyName

Example

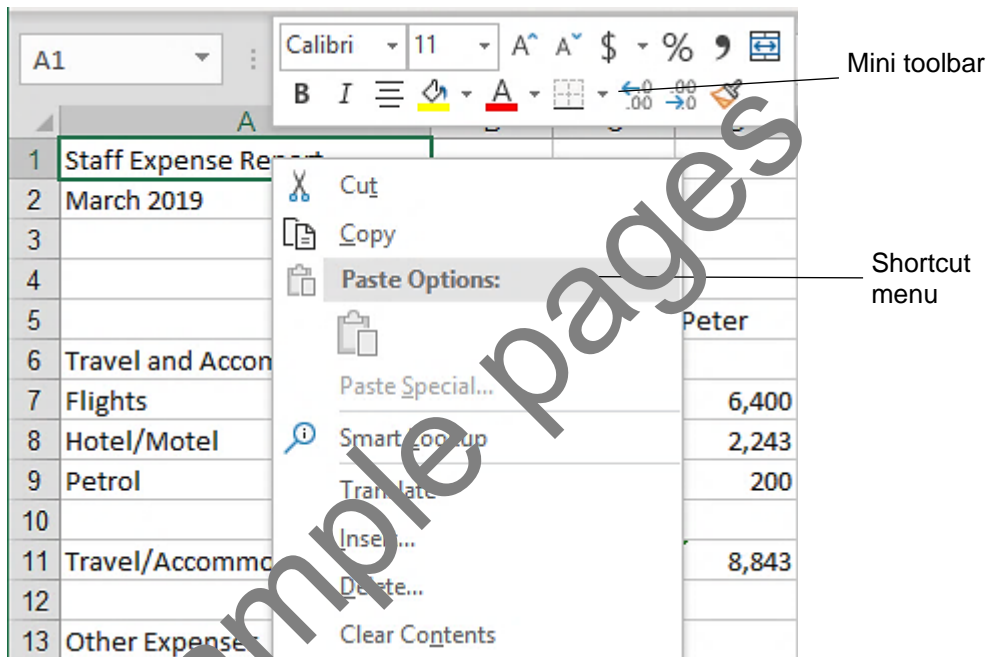
Exercise 23 050619 Hosana


Mini toolbar

A floating mini toolbar provides access to some of the tools commonly used to format a worksheet. It is activated using the right mouse button.



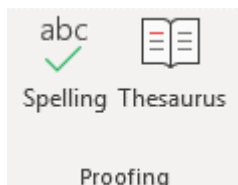
To display the mini toolbar select the cell(s) to be formatted and click the right mouse button. The mini toolbar and the shortcut menu will display.



Button	Description	Example		
Font	Style of type.	Gill Sans Ultra Bold Berlin Sans FB		
Font Size	The size of the type. The higher the number, the larger the type size.	10 pt, 12 pt, 14 pt, 16 pt		
Bold	Applies a thicker and darker attribute to data.	Excel 2019		
Italic	Formats data on an angle.	<i>Excel 2019</i>		
Borders	Select from a range of borders and styles from the  of the Borders button.	<table border="1" data-bbox="957 1691 1228 1758"> <tr> <td>Australia</td> <td>America</td> </tr> </table>	Australia	America
Australia	America			

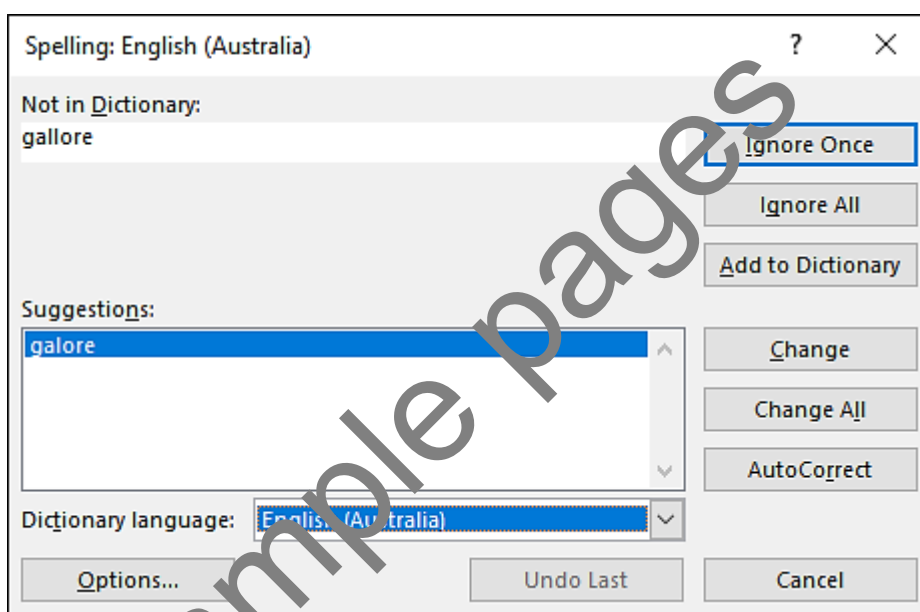
Spelling

The Spelling feature checks for words which are not in the Excel dictionary and gives you suggested words. Words can also be added to the dictionary. The Spelling tool is found in the Proofing Group on the Review Ribbon.



- F7 To start checking spelling click on the Spelling button. Excel checks from where the cursor is positioned in your worksheet. The Spelling feature will only check the current worksheet or selected worksheets.

When the Spelling dialog box appears, the incorrect word is shown in the *Not in Dictionary:* box.



The *Suggestions:* box lists other suggested words. You can either click on a word in the *Suggestions:* box or type in the correct word in the *Not in Dictionary:* box.

To replace the incorrect word with the text in the *Not in Dictionary:* box, click on the Change button.

Note

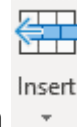
Sometimes Excel indicates correct Australian spelling as errors and offers US spelling even when the dictionary is set to English (Australia), e.g. customise → customize, licence → license. If you are not sure which spelling is correct, refer to the Macquarie dictionary.

Important

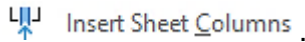
It is best practice to proofread your work as the Spelling feature will not pick up the incorrect use of a word. Excel matches words against its dictionary and only displays a word that is spelt incorrectly.

Exercise 68

1. Using **Exercise 66...** click on column header B to select the entire column.



2. Click on the arrow at the bottom of the Insert button and select



A new column has been inserted as column B with the original data that was in this column moved to the right.

3. In cell B3 type: **Employee**
4. Press Alt Enter and type: **Given Name**
5. Press Enter. Type the names listed below into column B.

Employee
Given Name
Nigel
Amanda
Harvey
Asenla
Francis
Angela
Miranda

6. Leave the workbook open for the next exercise.

Updating formulas

If rows/columns are inserted outside the existing formula range in *Totals* rows/columns, the Totals formulas may not be updated automatically. It is important to check the formulas.

Exercise 69

1. Using **Exercise 66...** insert a row above row 4.

The formatting from the row above will be automatically applied to the new row and will have to be changed.

2. With the row selected click on the Bold button to turn off bold formatting in this row.
3. Click on the Fill Color drop-down arrow and select No Fill to remove the yellow.
4. Type the following into the new row:

	Employee	Employee	Hours	
3	Family Name	Given Name	Worked	Pay Rate
4	Briars	Marcel	38	21

5. Format cell D4 to Currency.
6. Insert the appropriate formula in cell E4. (You can use the fill handle and drag up from cell E5.)
7. Double click on cell E12 and look at the data range – it has not been updated. Redo the formula to reflect the correct cell references.
8. Leave the workbook open for the next exercise.

Deleting rows

When a row is deleted, the contents of that row are removed and all remaining rows move upwards.

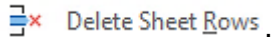
If more than one row is selected, all the rows selected will be deleted.

Exercise 70

1. Using **Exercise 66...** click on row header **9**.



2. Click on the arrow at the bottom of the Delete button and select



3. Leave the workbook open for the next exercise.

Deleting columns

Deleting a column will remove the contents and move all remaining columns to the left.

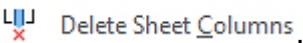
If more than one column is selected, all the columns selected will be deleted.

Exercise 71

1. Using **Exercise 66...** click on column header A to select the column.



2. Click on the arrow at the bottom of the Delete button and select



- Ctrl Z
3. Click on the Undo button  to restore the deleted column.

4. Leave the workbook open for the next exercise.

Deleting data

Data can be deleted from rows and columns by selecting the row/column and pressing the Delete key. Only the data in that row/column will be deleted, not the row/column itself.

Exercise 72

1. Using **Exercise 66...** click on row header **6** to select the row.
2. Press the Delete key. Only the data in the selected row is deleted.

- Ctrl Z
3. Click on Undo  to restore the deleted data.

4. Save and close the workbook.


Copying and moving data

Data can be moved and copied as follows:

- The **Clipboard** is a general area of Windows where data can be stored then pasted to another location of the workbook or another Windows application.
- The **Drag and Drop** feature is a quick way to copy or cut data to adjoining cells.

Copying data using drag and drop

Exercise 73

1. Open the file **Sunshine Flowers** from the 978-1-921971-40-2 BSBITU212 BSBITU314 exercise files folder.
2. Select cells A3 to E9. Position the mouse pointer at the bottom edge of the selected range as shown below. The mouse pointer will display as .

	A	B	C	D	E
1	SUNSHINE FLOWERS				
2					
3		Jan	Feb	Mar	Apr
4	Otago	2176	3540	1795	2179
5	Windsor	1300	1500	1500	2303
6	Bluff	1821	2714	1821	2100
7	Glen Eden	1795	3850	1879	2585
8					
9	Total	7092	11604	6995	9167
10					

3. Hold down the Ctrl key and click and drag the selected range down so the top of the range is highlighted in row 11 as displayed below.

	A	B	C	D	E
1	SUNSHINE FLOWERS				
2					
3		Jan	Feb	Mar	Apr
4	Otago	2176	3540	1795	2179
5	Windsor	1300	1500	1500	2303
6	Bluff	1821	2714	1821	2100
7	Glen Eden	1795	3850	1879	2585
8					
9	Total	7092	11604	6995	9167
10					
11					
12					
13					
14					
15					
16					
17					

Note

If you do not hold down the Ctrl key while dragging, the data will be moved instead of being copied.

Encrypting with a password

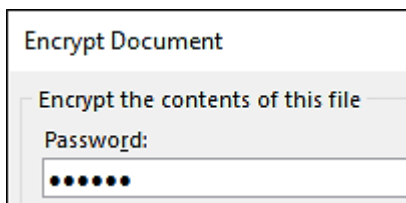
Workbooks often contain commercially sensitive information, e.g. staff pay rates, price lists, discounts received by certain clients. Passwords can be used to prevent others from opening a file. If you protect a file with a password, you must provide the password each time you open the file, typing uppercase and lowercase letters **exactly** as you did when you specified the password.

Exercise 111

1. Open the file **Balance sheet** from the *978-1-921971-40-2 BSBITU212 BSBITU314 exercise files* folder.
2. Save As the file in your working folder following workbook procedures.
3. Click on **File** and check **Info** is selected on the left.



4. Click on **Protect Workbook** and select **Encrypt with Password**. Require a password to open this workbook.
5. Enter a password. Record your password somewhere you will remember, otherwise you will be locked out of your workbook if you forget it.



6. Click on OK.
7. Retype the password to verify it then click on OK.
8. Click on **←** to return to the worksheet.
9. Save and close the workbook.
10. Open the workbook. Enter the password and click on OK.
11. Leave the workbook open for the next exercise.

Removing encryption

Exercise 112

1. Using **Exercise 111...** click on **File** click on **Protect Workbook** and select **Encrypt with Password**. Require a password to open this workbook.
2. Delete the dots from the *Password:* box.
3. Click on OK.
4. Save and close the file.



Exercise 118

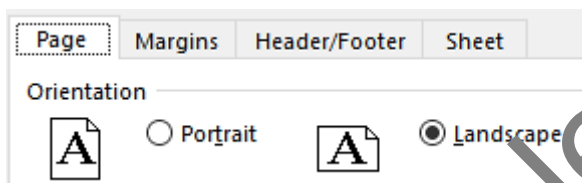
1. Open the file **Plant catalogue** from the 978-1-921971-40-2 BSBITU212 BSBITU314 exercise files folder.
2. Save As the file in your working folder following workbook procedures.
3. Format the titles, subtitles and column headers to appear as shown below.

	A	B	C
1	Green Fingers Garden Supplies Ltd		
2	<i>Product Listing and Information</i>		
3			
4	Variety	Common Name	Plant Name

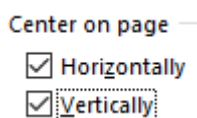
4. Format the cells in the *Colour* and *Description* columns to wrap text.
5. Format the *Price* column to currency with two decimal places.
6. Indent the content of the *Colour* column.
7. View the worksheet in Print Preview.

You should see that the worksheet spans across two pages. You will need to alter the page orientation to landscape to fit onto one page.

8. Click on **Page Setup** to display the Page Setup dialog box.
9. With the Page tab displayed select the *Landscape* option.



10. Click on the Margins tab. From the Center on page section put a tick in both the *Horizontally* and *Vertically* check boxes to centre the worksheet.



11. Click on OK.
12. If all columns are not shown close Print Preview.
13. Adjust column widths as required until all columns are displayed. Use Print Preview to confirm the worksheet will print on one page.
14. Save the workbook.
15. Save the worksheet as a PDF.
16. Check the layout of the PDF, make any necessary adjustments to your Excel file and recreate the PDF.
17. Close both files.

Exercise 119

1. Create a new spreadsheet as shown below.
2. Add a multiplication formula to calculate the *Total Cost of Goods on Hand* column.
3. Select cells B18 to E18 and click on the AutoSum button to calculate the Total for each column. Apply currency formatting if required.
4. Headings consisting of two lines can be typed in by using Alt Enter to break the line.
5. Format the spreadsheet as shown below:
 - a. Text in cell A1 (and in cell A2) is merged and centred across to column E.
 - b. Office Equipment Supplies is Calibri 24 pt, bold, white colour. Apply black shading to the cell.
 - c. Format the subtitle as 11 pt, italic.
 - d. Use yellow shading in the column headers row.
6. Check spelling in the spreadsheet.
7. Horizontally centre the spreadsheet using the Page Setup dialog box.
8. Save the spreadsheet in your working folder following workbook procedures.
9. Save the spreadsheet as a PDF.
10. Check the layout of the PDF, make any necessary adjustments to your Excel file and recreate the PDF.
11. Close both files.

	A	B	C	D	E
1	Office Equipment Supplies				
2	<i>Stock take for January 2019</i>				
3					
4					
				Cost of Goods	Total Cost of
5	Product	Stock on Hand	Stock on Order	(per item)	Goods on Hand
6					
7	Calculators	20	5	\$27.95	\$559.00
8	Diaries	13	10	\$13.95	\$181.35
9	A4 trays	25	10	\$7.95	\$198.75
10	Blue pen - 5 pack	100	50	\$4.30	\$430.00
11	Red pen - 5 pack	150	0	\$4.30	\$645.00
12	Highlighter - 3 pack	22	18	\$5.50	\$121.00
13	A4 writing pads	95	55	\$1.50	\$142.50
14	Clear folders	69	41	\$1.50	\$103.50
15	A3 desk pads	8	12	\$7.50	\$60.00
16	Message pads	59	36	\$1.95	\$115.05
17					
18	TOTAL	561	237	\$76.40	\$2,556.15