

CONTENTS

BSBITU402 Develop and use complex spreadsheets	1
Assessment for BSBITU402.....	4
BSBTEC402 Design and produce complex spreadsheets.....	4
How to use this workbook	5
How to download exercise files	7
SECTION 1: ORGANISATIONAL PROCEDURES	9
Work Health and Safety Act 2011	10
Organisational policies for WHS.....	11
Ergonomics.....	11
Occupational overuse syndrome.....	13
Physical exercises to avoid strain.....	14
Computer vision syndrome.....	16
Energy and resource conservation.....	17
File naming procedures.....	18
Completing a task on time.....	19
Conventions for personal names.....	20
Spreadsheet requirements	20
Planning a spreadsheet	21
Style guides	23
Distributing spreadsheets.....	23
Designing a spreadsheet	24
SECTION 2: EXCEL BASICS	27
Starting Excel.....	28
Startup screen.....	28
Excel screen	29
Closing a workbook.....	31
Exiting Excel	31
Opening a saved workbook.....	32
Saving a workbook with a different file name	34
Rows, columns and cells.....	34
Selecting cells	37
AutoSum button	38
Mathematical operator symbols	40
Formatting fonts	42
Formatting numbers	44
Clipboard	49
Inserting cells, rows and columns.....	51
Deleting.....	51
Help	53
Sorting data	54
Absolute cell references.....	55
SECTION 3: BASIC FUNCTIONS, FORMULA AUDITING AND HYPERLINKS	56
Freezing panes	57
Functions	58
Page layout and printing a worksheet	60
Publishing worksheets as a PDF.....	61
Option buttons.....	63
Checking data	66
Formula auditing	69
Hyperlinks	74

SECTION 4: CHARTS.....	79
Choosing the best chart	80
Charts Group	82
Chart Elements	85
Chart Filters	86
Quick charts	96
Adding a callout	96
Combo charts.....	99
Altering chart location.....	102
Changing the 3-D view of a chart	103
SECTION 5: MULTIPLE WORKSHEETS.....	105
Names	107
Grouping worksheets	113
Large worksheets.....	117
Link security options.....	122
Consolidating data	123
SECTION 6: ADVANCED FUNCTIONS, DATA TABLES AND ARRAYS.....	127
Functions	128
Printing a workbook.....	132
Publishing a workbook as a PDF.....	133
Data tables.....	149
Changing variables in a formula	150
One-input table	150
Two-input table	152
Common Excel functions summary	155
Array formulas.....	157
SECTION 7: DATA ANALYSIS, VALIDATION, MACROS, PROTECTION, TEMPLATES	160
Data analysis	161
Data validation	166
Conditional formatting	169
Macros	173
Editing macros with Visual Basic Editor.....	176
Personal Macro Workbook	179
Templates	183
Importing and exporting.....	192
Practice assessment 1	194
Practice assessment 2	196
ASSESSMENT	199
Assessment tasks	200
Evidence guide	207
INDEX.....	211