

Contents

How to Use this Workbook.....	1
Spelling and Grammar in this Workbook	1
Images used in this Workbook	1
BSBITU202A Create and use spreadsheets	2
BSBITU304A Produce spreadsheets	6
How to Download Exercise Files.....	11
Files Used in this Workbook.....	14
Work Health and Safety	15
Ergonomics	15
Workstation.....	18
OOS.....	19
Energy and Resource Conservation.....	21
Solving and Reporting Problems.....	23
Report OOS Related Problems	23
Emergency Procedures.....	23
What is a Spreadsheet?.....	24
Starting Excel 2013.....	25
The Startup Screen.....	26
The Excel Screen	27
Quick Access Toolbar	28
The File Tab.....	28
The Ribbon	28
Dialog Box Launcher.....	29
Opening a Workbook	29
Rows, Columns and Cells.....	31
Cell Contents	32
Labels	32
Values.....	32
Formulas.....	32
Equal to.....	33
Function.....	33
Range	33
Moving around a Worksheet	34
Active Cell.....	34
Scrollbars.....	34
Keyboard Shortcuts.....	34
Selecting Cells.....	35
Closing a Workbook and Exiting Excel.....	36
The AutoSum Button.....	36
Using Operator Symbols.....	38
Using the Fill Handle to Copy Formulas.....	39
The Workbook	40
Spreadsheet Requirements	41
Purpose of the Spreadsheet.....	41
Organisational Requirements.....	41
Spreadsheet Planning.....	41
Creating a Workbook	42
Entering Cell Contents	42
Text.....	42
Numbers	43
Editing Cell Entries.....	43
Replacing an Existing Entry	43
Editing with the Formula Bar	43
Editing Within a Cell.....	44

Deleting.....	44
Undo and Redo.....	44
Entering Data	44
Saving a Workbook File	45
Widening Columns.....	45
Changing the Width of a Single Column.....	45
Entering Months using the Fill Handle.....	47
Changing the Width of a Range of Columns.....	47
Entering Numbers	48
Formatting your Worksheet.....	49
Fonts.....	50
Borders	51
Borders Button	51
Customise Borders.....	51
Adding Colour	52
Alignment.....	53
Horizontal Alignment in a Cell	53
Merging Cells	53
Merge & Center.....	54
Wrap Text	54
Vertical Alignment and Orientation	55
Formatting Numbers	56
Formatting Dates	57
Printing and Page Setup	58
Print Preview.....	58
Page Setup	58
Printing.....	59
Page Setup Dialog Box	59
Checking the Worksheet.....	61
Displaying and Printing Formulas.....	61
Spelling	62
Gridlines	63
Turning Off Gridlines	63
Printing Gridlines.....	63
Inserting and Deleting	64
Inserting Rows	64
Inserting Columns	64
Deleting Rows.....	66
Deleting Column(s)	66
Copying and Moving Data.....	66
Copying Data using Drag and Drop.....	67
Moving Data.....	68
Calculating Percentages	70
Percentage Formula Summary.....	70
Functions	71
Average	71
Maximum	72
Minimum	72
Help	73
Charts	74
Types of Charts.....	74
Which Chart do I Use?.....	75
Column/Bar Chart	75
Line Chart	76
Area Chart	76
Pie Chart.....	77
Scatter Diagram.....	77

Creating Charts.....	78
Charts and Data.....	78
Creating a Column Chart	79
Formatting a Chart.....	79
Creating a Pie Chart.....	82
Changing Data.....	83
Previewing and Printing Charts.....	84
Printing an Entire Workbook.....	84
Find and Replace.....	85
Finding Text.....	85
Replacing Values.....	85
Sorting Data.....	86
Absolute Cell References.....	87
% Total.....	88
Headers and Footers	89
Predefined Headers and Footers	89
Custom Headers and Footers	89
Page Layout View	91
Practice Exercises for BSBITU202A	92
Work Specific to BSBITU304A	106
Working with Multiple Worksheets	106
Linking Data between Worksheets	106
Copying Data from another Workbook	107
Renaming a Worksheet.....	107
Moving a Worksheet	108
Inserting a Worksheet	108
Deleting a Worksheet.....	109
Importing Data into Excel	110
Get External Data from a Text File	110
AutoCorrect	111
View AutoCorrect Entries	111
Introduction to Macros	113
What is a Macro?	113
Macros and Security	113
Naming Macros.....	114
Saving a Macro	114
The Developer Ribbon Tab	114
Changing Macro Security Settings	114
Recording a Macro.....	115
Stop Recording	116
Run the Macro	116
Delete the Macro.....	117
Disabling Macros	117
Advanced Spreadsheet Planning	118
Purpose	118
Audience.....	118
Spreadsheet Features.....	118
Organisational Requirements.....	119
Readability	119
Documenting a Spreadsheet Plan.....	121
Sketch Design.....	123
Practice Exercises for BSBITU304A	124
Assessment.....	128
Index	149
BSB Business Services Training Package Supplement	151
BSBITU202 Create and use spreadsheets.....	152
BSBITU304 Produce spreadsheets.....	156