



CATAPULT

BSBITU304

Produce spreadsheets

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Table of Contents (Extract)

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https://catapultlearning.com.au/product/BSBITU304_2013/

Trainer/assessor guide

BSBITU304

Produce spreadsheets — Excel 2013 and Windows 8

Welcome to this unit of study

This unit describes the skills and knowledge required to develop spreadsheets through the use of spreadsheet software.

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.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

Contents

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Select and prepare resources	5
Ergonomic, work organisation, and health and safety requirements.....	5
Energy and resource conservation techniques.....	8
Data entry, storage, output and presentation	10
Check your understanding	15
Topic 2: Plan spreadsheet design.....	17
Purpose, audience and information requirements.....	17
Enhancing readability and appearance	19
Using style sheets and automatic functions for consistency	41
Check your understanding	45
Topic 3: Create spreadsheet	47
Entering, checking and amending data.....	47
Formatting spreadsheets using software functions to adjust page and cell layout.....	52
Ensuring formulae are tested and used to confirm output meets task requirements.....	63
Using manuals, user documentation and online help to overcome problems	77
Check your understanding	81
Topic 4: Produce simple charts.....	83
Selecting chart type and design that enables valid representation of numerical data	83
Creating charts using appropriate data range	87
Modifying chart type and layout	89
Check your understanding	95
Topic 5: Finalise spreadsheets.....	97
Previewing, adjusting and printing spreadsheets	97
Ensuring data input meets timelines and requirements for speed and accuracy	101
Naming and storing spreadsheets and exiting applications.....	108
Check your understanding	115
References.....	117
Assessment workbook	119
Unit information	121
What is competency-based assessment?.....	122
How will my competency be assessed?.....	123
Assessment agreement	124
Foundation skills checklist.....	125
Skills recognition.....	126
Topic 1: Select and prepare resources	127
Topic 2: Plan spreadsheet design.....	128
Topic 3: Create spreadsheet	129
Topic 4: Produce simple charts.....	130
Topic 5: Finalise spreadsheets.....	131

Knowledge questions	132
Topic 1: Select and prepare resources	133
Topic 2: Plan spreadsheet design.....	137
Topic 3: Create spreadsheet	140
Topic 4: Produce simple charts.....	145
Topic 5: Finalise spreadsheets	146
Performance tasks	149
Third party evidence collection agreement	150
Topic 1: Select and prepare resources	151
Topic 2: Plan spreadsheet design.....	154
Topic 3: Create spreadsheet	155
Topic 4: Produce simple charts.....	159
Topic 5: Finalise spreadsheets	161
Completion record	162
Unit mapping and assessment checklist	163
Trainer/ assessor user instructions	165

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Select and prepare resources
- » Plan spreadsheet design
- » Create spreadsheet
- » Produce simple charts
- » Finalise spreadsheets

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

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