



CATAPULT

BSBITU314

Design and produce spreadsheets

using Excel 2010 and Windows 7 (Catapult code: BSBITU314_2010)

Table of Contents (Extract)

NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.

This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit BSBITU314.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

https://catapultlearning.com.au/product/BSBITU314_2010/

Trainer/assessor guide

BSBITU314

Design and produce spreadsheets — Excel 2010 and Windows 7

Welcome to this unit of study

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.

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
Purpose and audience	5
Data entry, storage, output and presentation	7
Selecting an application to produce a spreadsheet	13
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	33
Check your understanding	43
Topic 3: Create spreadsheet	45
Entering, checking and amending data.....	45
Using application functions to format spreadsheet pages and cell layout	55
Testing formulae and confirming output meets requirements.....	61
Using application help.....	69
Check your understanding	71
Topic 4: Produce intermediate-level charts	73
Selecting chart type and design	73
Creating charts	77
Modifying charts	79
Check your understanding	83
Topic 5: Finalise and present spreadsheets.....	85
Review and edit spreadsheet	85
Deliver final document and store appropriately	88
Check your understanding	93
Assessment workbook	95
Unit information	97
What is competency-based assessment?.....	98
How will my competency be assessed?.....	99
Assessment agreement.....	100
Foundation skills checklist.....	101
Skills recognition	102
Topic 1: Select and prepare resources	103
Topic 2: Plan spreadsheet design.....	104
Topic 3: Create spreadsheet	105
Topic 4: Produce intermediate-level charts	106
Topic 5: Finalise and present spreadsheets.....	107

Knowledge questions	108
Topic 1: Select and prepare resources	109
Topic 2: Plan spreadsheet design.....	112
Topic 3: Create spreadsheet	115
Topic 4: Produce intermediate-level charts	120
Topic 5: Finalise and present spreadsheets.....	121
Topic 6: Specific knowledge evidence.....	124
Performance tasks	126
Third party evidence collection agreement	127
Topic 1: Select and prepare resources	128
Topic 2: Plan spreadsheet design.....	129
Topic 3: Create spreadsheet	130
Topic 4: Produce intermediate-level charts	131
Topic 5: Finalise and present spreadsheets.....	132
Completion record	133
Unit mapping	134
Trainer/ assessor user instructions	137

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 intermediate-level charts
- » Finalise and present 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.

Disclaimer

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.
