



CATAPULT

BSBITU402

Develop and use complex spreadsheets

using Excel 2016 (Catapult code: BSBITU402_2016)

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 BSBITU402.

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/BSBITU402_2016/

Trainer/assessor guide

BSBITU402

Develop and use complex spreadsheets — Excel 2016

Welcome to this unit of study

This unit describes the skills and knowledge required to use spreadsheet software to complete business tasks and produce complex documents.

It applies to individuals employed in a range of work environments who require skills in creation of complex spreadsheets to store and retrieve data. They may work as individuals providing administrative support within an enterprise, or may be independently responsible for designing and working with spreadsheets relevant to their own work roles.

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: Prepare to develop spreadsheet	5
Ergonomics	5
Spreadsheets.....	9
Organisational and task requirements	13
Energy and resource conservation techniques.....	15
Check your understanding	17
Topic 2: Develop a linked spreadsheet solution.....	19
Using Excel 2016	19
Functions and formulae.....	44
Linking spreadsheets	56
Relative and/or absolute cell references	60
Testing formulae.....	77
Check your understanding	79
Topic 3: Automate and standardise spreadsheet operation	81
Automation.....	81
Creating, using and editing macros.....	82
Developing, editing and using templates	91
Check your understanding	97
Topic 4: Use spreadsheets	99
Entering, checking and amending data.....	99
Importing data	107
Overcoming problems	118
Previewing, adjusting and printing spreadsheet	121
Naming and storing spreadsheet	125
Check your understanding	135
Topic 5: Represent numerical data in graphic form.....	137
Determining style of graph.....	137
Creating graphs.....	145
Saving, viewing and printing graph	155
Check your understanding	157
References.....	159
Assessment workbook	161
Unit information	163
What is competency-based assessment?.....	164
How will my competency be assessed?.....	165
Assessment agreement.....	166
Foundation skills checklist.....	167

Skills recognition	168
Topic 1: Prepare to develop spreadsheet	169
Topic 2: Develop a linked spreadsheet solution.....	170
Topic 3: Automate and standardise spreadsheet operation	171
Topic 4: Use spreadsheets	172
Topic 5: Represent numerical data in graphic form.....	173
Knowledge questions	174
Topic 1: Prepare to develop spreadsheet	175
Topic 2: Develop a linked spreadsheet solution.....	179
Topic 3: Automate and standardise spreadsheet operation	180
Topic 4: Use spreadsheets	182
Topic 5: Represent numerical data in graphic form.....	187
Performance tasks	190
Third party evidence collection agreement	191
Topic 1: Prepare to develop spreadsheet	192
Topic 2: Develop a linked spreadsheet solution.....	196
Topic 3: Automate and standardise spreadsheet operation	201
Topic 4: Use spreadsheets	204
Topic 5: Represent numerical data in graphic form.....	209
Completion record	211
Unit mapping	212
Trainer/ assessor user instructions	215

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Prepare to develop spreadsheet
- » Develop a linked spreadsheet solution
- » Automate and standardise spreadsheet operation
- » Use spreadsheets
- » Represent numerical data in graphic form

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.
