



CATAPULT

BSBTEC302

Design and produce spreadsheets

Table of Contents (Extract)

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<https://catapultlearning.com.au/product/BSBTEC302/>

Trainer/assessor guide

BSBTEC302

Design and produce spreadsheets

Welcome to this unit of study

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

The unit 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
Identify the task purpose and audience	5
Data entry, storage, output, timeline, and presentation	7
Spreadsheet applications	9
Check your understanding	11
Topic 2: Plan spreadsheet design.....	13
Designing spreadsheets.....	13
Designing for readability and appearance	15
Consistency of design and layout	18
Check your understanding	19
Topic 3: Create spreadsheet	21
Entering and checking data	21
Validating data	23
Formatting spreadsheets.....	25
Testing and confirming formulae	28
Use help functions.....	31
Check your understanding	33
Topic 4: Produce charts	35
Chart types	35
Creating charts.....	39
Modifying chart type and layout.....	40
Check your understanding	43
Topic 5: Finalise and present spreadsheets.....	45
Reviewing the spreadsheet and charts.....	45
Printing.....	46
Delivering the final spreadsheet.....	48
Naming and storing spreadsheets	50
Check your understanding	51
Topic 6: Additional learning	53
Calculating sum totals, averages, and counts of values	53
Key features of spreadsheet applications	55
Ergonomics, work periods and breaks, and sustainability.....	57
References.....	60
Assessment workbook	61
Unit information.....	63
What is competency-based assessment?.....	64
How will my competency be assessed?.....	65
Assessment agreement.....	66
Foundation skills checklist.....	67

Skills recognition	68
Topic 1: Select and prepare resources	69
Topic 2: Plan spreadsheet design.....	70
Topic 3: Create spreadsheet	71
Topic 4: Produce charts	72
Topic 5: Finalise and present spreadsheets.....	73
Knowledge questions	74
Topic 1: Select and prepare resources	75
Topic 2: Plan spreadsheet design.....	78
Topic 3: Create spreadsheet	81
Topic 4: Produce charts	85
Topic 5: Finalise and present spreadsheets.....	88
Topic 6: Specific knowledge evidence.....	91
Performance tasks	95
Third party evidence collection agreement	96
Topic 1: Select and prepare resources	98
Topic 2: Plan spreadsheet design.....	100
Topic 3: Create spreadsheet	102
Topic 4: Produce charts	104
Topic 5: Finalise and present spreadsheets.....	106
Completion record	108
Unit mapping	109
Trainer/ assessor user instructions	111

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 charts
- » Finalise and present spreadsheets
- » Additional learning

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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