



**CATAPULT**

# ICTICT105

Operate spreadsheet applications

using Excel 2016 (Catapult code: ICTICT105\_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 ICTICT105.**

**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/ICTICT105\\_2016/](https://catapultlearning.com.au/product/ICTICT105_2016/)**

# Trainer/assessor guide

## ICTICT105

### Operate spreadsheet applications — Excel 2016

#### Welcome to this unit of study

This unit describes the skills and knowledge required to use spreadsheet applications, including creating spreadsheets, formatting data, incorporating charts and objects, and printing spreadsheets.

It applies to individuals who perform a range of routine tasks in the workplace using a fundamental knowledge of spreadsheets under direct supervision or with limited responsibility.

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

About this trainer/assessor guide .....	4
Learning resource.....	5
Topic 1: Create spreadsheets .....	5
Creating spreadsheets .....	5
Cell referencing, formulae and functions .....	19
Correcting formulae .....	30
Spreadsheet development .....	36
Editing columns and rows .....	45
Auto-fill.....	50
Check your understanding .....	55
Topic 2: Customise basic settings.....	57
Page layout .....	57
Toolbars .....	61
Formatting fonts .....	72
Changing alignment and line spacing .....	75
Formatting cells.....	77
Modifying margins.....	79
Viewing multiple spreadsheets .....	81
Check your understanding .....	83
Topic 3: Format spreadsheet .....	85
Copying formatting from another cell .....	85
Inserting headers and footers.....	88
Saving spreadsheet in another format .....	90
Check your understanding .....	99
Topic 4: Incorporate object and chart in spreadsheet.....	101
Importing objects.....	101
Manipulating objects .....	104
Creating a chart.....	107
Using a different chart .....	109
Modifying charts .....	110
Check your understanding .....	115
Topic 5: Print spreadsheet .....	117
Previewing the spreadsheet.....	117
Printing the spreadsheet .....	119
Gaining approval or feedback.....	122
Check your understanding .....	125
References.....	127
Assessment workbook.....	129
Unit information .....	131
What is competency-based assessment?.....	132
How will my competency be assessed?.....	133
Assessment agreement .....	134
Foundation skills checklist.....	135

<b>Skills recognition.....</b>	<b>136</b>
Topic 1: Create spreadsheets .....	137
Topic 2: Customise basic settings.....	138
Topic 3: Format spreadsheet .....	139
Topic 4: Incorporate object and chart in spreadsheet.....	140
Topic 5: Print spreadsheet .....	141
<b>Knowledge questions .....</b>	<b>142</b>
Topic 1: Create spreadsheets .....	143
Topic 2: Customise basic settings.....	151
Topic 3: Format spreadsheet .....	157
Topic 4: Incorporate object and chart in spreadsheet.....	158
Topic 5: Print spreadsheet .....	161
Topic 6: Specific knowledge evidence .....	165
<b>Performance tasks.....</b>	<b>166</b>
Third party evidence collection agreement .....	167
Topic 1: Create spreadsheets .....	168
Topic 2: Customise basic settings.....	178
Topic 3: Format spreadsheet .....	185
Topic 4: Incorporate object and chart in spreadsheet.....	188
Topic 5: Print spreadsheet .....	194
<b>Completion record.....</b>	<b>196</b>
<b>Unit mapping and assessment checklist .....</b>	<b>197</b>
<b>Trainer/ assessor user instructions.....</b>	<b>201</b>

# About this trainer/assessor guide

---

## Learning resource

---

The learning resource is divided into the following topics:

- » Create spreadsheets
- » Customise basic settings
- » Format spreadsheet
- » Incorporate object and chart in spreadsheet
- » Print spreadsheet

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.

---