

# CONTENTS

BSBITU402 Develop and use complex spreadsheets .....	1
Assessment for this Unit .....	4
How to use this workbook .....	5
How to download exercise files .....	7
<b>SECTION 1: OFFICE PROCEDURES .....</b>	<b>9</b>
Windows 10 basics .....	10
File management .....	14
File Explorer.....	15
Using meaningful file names.....	18
Timelines .....	18
Getting help .....	20
Copyright .....	21
Identifying spreadsheet requirements.....	23
Organisational requirements.....	25
File distribution procedures.....	26
Security issues.....	26
Conventions for personal names .....	26
Backing up data .....	27
Data storage .....	28
Malware .....	28
Protection against malware .....	29
Protecting data.....	30
<b>SECTION 2: SPREADSHEET DESIGN AND PLANNING .....</b>	<b>31</b>
Spreadsheet design.....	32
Design by blocks (or areas) .....	33
Layouts .....	33
What makes a good spreadsheet? .....	36
Spreadsheet documentation.....	39
Using spreadsheets to solve problems .....	41
Planning a spreadsheet .....	44
<b>SECTION 3: FORMATTING, CLIPBOARD AND SERIES .....</b>	<b>48</b>
Excel naming conventions .....	49
Shortcut menu .....	49
Insert symbol .....	50
Selecting cells.....	51
Fonts.....	52
Borders .....	53
Removing borders .....	54
Formatting numbers.....	55
Copying and moving data summary .....	58
Using the right mouse button.....	59
Paste button.....	60
Clipboard Task Pane .....	61
Inserting cells, rows and columns.....	63
Deleting.....	64
Series.....	65
Fill Series options .....	65
Help .....	66
Absolute cell references .....	69
Freezing panes .....	70

<b>SECTION 4: EASY FUNCTIONS, FORMULA AUDITING AND HYPERLINKS.....</b>	<b>72</b>
Functions.....	73
Option buttons.....	77
Checking data .....	81
Formula auditing .....	84
Hyperlinks .....	89
Consolidation exercise 1 .....	91
Consolidation exercise 2.....	92
<b>SECTION 5: CHARTS.....</b>	<b>94</b>
Charts.....	95
Charts Group.....	99
Column charts.....	100
Pie charts .....	109
Quick charts .....	112
Bar chart.....	115
Combo chart.....	115
Line chart .....	117
Changing the 3D view of a chart.....	119
Consolidation exercise 3.....	120
<b>SECTION 6: MULTIPLE WORKSHEETS .....</b>	<b>122</b>
Names.....	123
Working with multiple worksheets.....	127
Consolidating data .....	139
<b>SECTION 7: FUNCTIONS, DATA TABLES AND ARRAYS .....</b>	<b>145</b>
Functions.....	146
Printing an entire workbook.....	151
Data tables.....	168
Pmt function .....	168
Two-input table.....	172
Functions.....	174
Array formulas.....	177
Consolidation exercise 4.....	178
<b>SECTION 8: DATA ANALYSIS, VALIDATION, MACROS, PROTECTION, TEMPLATES</b>	<b>180</b>
Data analysis.....	181
Data validation .....	184
Conditional formatting .....	187
Macros .....	192
Personal Macro Workbook.....	201
Cell protection .....	205
Comments.....	208
Templates .....	210
Consolidation exercise 5 .....	217
Importing and exporting .....	220
Importing a text file into Excel .....	221
Consolidation exercise 6.....	225
Practice assessment.....	227
<b>ASSESSMENT .....</b>	<b>230</b>
Instructions for assessors .....	230
Information for candidates.....	231
Evidence guide.....	235
Assessment tasks .....	238
<b>INDEX .....</b>	<b>245</b>
<b>CHANGES MADE TO THIS WORKBOOK .....</b>	<b>248</b>