

## **Design and produce complex spreadsheets (Excel)**

This workbook supports BSBTEC402 Design and produce complex spreadsheets in the Business Services Training Package.

### **Author**

Software Publications writing team

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# BSBTEC402 Design and produce complex spreadsheets

## Application

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

The unit 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.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## Elements and Performance Criteria

<b>Element</b> <i>Elements describe the essential outcomes.</i>	<b>Performance Criteria</b> <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>	<b>Page reference</b>
1. Prepare and plan to develop spreadsheet	1.1 Organise personal work environment in accordance with ergonomic requirements	10–13
	1.2 Analyse task and determine specifications for spreadsheets	21–24
	1.3 Identify requirements of data entry, storage, output, reporting and presentation requirements	21–32
	1.4 Apply work organisation strategies and energy and resource conservation techniques	14, 18
2. Develop a linked spreadsheet solution	2.1 Use spreadsheet design software functions and formulae to meet identified requirements	Throughout workbook
	2.2 Link spreadsheets according to software procedures	141–143
	2.3 Format cells and use data attributes assigned with cell references, according to task requirements	52–57, 68, 72–74, 127–192
	2.4 Test formulae to confirm output meets task requirements	81–90
3. Automate and standardise spreadsheet operation	3.1 Evaluate and identify tasks requiring automation	48–49, 72–74, 141–147, 149–153
	3.2 Create, use and edit macros to fulfil requirements of task and automate spreadsheet operation	193–203
	3.3 Develop, edit and use templates and ensure consistency of design and layout according to task requirements	205–209

<b>Element</b> <i>Elements describe the essential outcomes.</i>	<b>Performance Criteria</b> <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>	<b>Page reference</b>
4. Use spreadsheets	4.1 Enter, check and amend data according to organisational and task requirements	43–51, 57–62, 81–89, 144–147
	4.2 Import and export data between compatible spreadsheets and adjust documents, according to software and organisational procedures	130–137, 141–147
	4.3 Use help function to overcome problems with spreadsheet design and production	63
	4.4 Preview, adjust and prepare spreadsheet in accordance with organisational and task requirements	74–76, 110, 137–140, 153–154, 169
5. Represent numerical data in graphic form and store spreadsheet	5.1 Determine style of graph to meet specified requirements and manipulate spreadsheet data, where required	98–123
	5.2 Create graphs with labels and titles from numerical data contained in a spreadsheet file	104–123
	5.3 Name and store spreadsheet in accordance with organisational requirements and exit application	19, 39, 41

## Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

<b>Skill</b>	<b>Description</b>	<b>Page reference</b>
Reading	<ul style="list-style-type: none"> <li>Recognises and interprets numerical and textual information within a range of sources to determine and complete work according to requirements</li> </ul>	6, 11, 19, 22, 23
	<ul style="list-style-type: none"> <li>Reviews information to determine accuracy and consistency</li> </ul>	Throughout workbook
Writing	<ul style="list-style-type: none"> <li>Uses formal mathematical language to create formulas and enters routine data using a format appropriate to requirements</li> </ul>	Throughout workbook
	<ul style="list-style-type: none"> <li>Develops material using required format and incorporating technical functions to meet business needs</li> </ul>	Throughout workbook
Oral communication	<ul style="list-style-type: none"> <li>Uses listening and questioning skills to clarify requirements</li> </ul>	21
Numeracy	<ul style="list-style-type: none"> <li>Represents mathematical information in an alternative form and analyses information to determine required spreadsheet formulae and macros</li> </ul>	98–124, 149–204
Self-management	<ul style="list-style-type: none"> <li>Recognises and follows explicit and implicit protocols and meets expectations associated with own role</li> </ul>	19–23, 23
Planning and organising	<ul style="list-style-type: none"> <li>Applies formal processes when planning more complex/unfamiliar tasks, producing plans with logically sequenced steps</li> </ul>	31–32, 193–198

## Assessment

This Unit is assessed by:

- demonstrating correct WHS practices
- using a manual or help facility
- creating and using spreadsheets.

## Assessment Requirements

### Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- on at least two occasions, prepare, develop, and use a complex spreadsheet.

In the course of the above, the candidate must:	Page reference
• follow organisational and safe work practices	9–18
• adhere to organisational requirements for: <ul style="list-style-type: none"> <li>• ensuring consistency of style, design and layout</li> </ul>	22–30
• saving and publishing documents within designated timelines	19, 41, 76, 110, 154, 169
• naming and storing documents	19, 41
• adhere to identified or task requirements when producing documents including: <ul style="list-style-type: none"> <li>• editing macros and automating some tasks</li> </ul>	193–204
• using appropriate templates	33, 205–208
• creating graphs to represent data	98–123
• resolve issues by referring to user documentation and online help	63
• use appropriate data storage options.	39–41

### Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:	Page reference
• advanced functions of spreadsheet software applications	149–214
• key aspects of formatting and design on presentation and readability of data	22–29, 52–54, 98–124
• organisational requirements for ergonomics, work periods and breaks, and conservation techniques.	9–18
• key aspects of organisational policies and procedures	9–23
• key methods to test formulae.	81–90

## Energy and resource conservation

All Australian businesses should have procedures in place to conserve resources and energy. The three key actions are:

Reduce	<p>The best way to conserve resources is not to use them or to use them less. Many organisations are moving towards a paperless office where all documents are viewed and shared electronically rather than being printed. If you do need to print a document, print on both sides of the paper.</p> <p>Reducing energy use is another important conservation measure.</p> <ul style="list-style-type: none"> <li>• Buy energy efficient office and computing equipment. Look for the energy rating label.</li> <li>• Use energy efficient light bulbs and use motion sensors to turn on lights when needed.</li> <li>• Turn off lights, heaters and airconditioners at the end of the day.</li> <li>• Turn off desktop computers, printers and photocopiers at the end of the day.</li> <li>• Set computers to go into 'sleep' mode when not in use.</li> </ul> <p>Reducing resource use not only helps save the planet, but also saves the organisation money.</p> <p>This workbook practises waste reduction by instructing completed exercises to be submitted electronically.</p>
Reuse	<p>If you need to use an item, try and use it more than once. If a document has been printed on one side only, use the other side for notepaper. When using a document shredder, use the shredded paper as packing material.</p> <p>Require all employees to bring a reusable mug rather than supplying disposable cups.</p>
Recycle	<p>There is a wide range of items that can be recycled. Common items used in an office include:</p> <ul style="list-style-type: none"> <li>• paper (including cardboard and envelopes)</li> <li>• ink and toner cartridges</li> <li>• batteries</li> <li>• food cans/tins/bottles.</li> </ul> <p>Organisations should have a recycling system, e.g. bins for different recyclable products. Paper with confidential information printed on it should be shredded before recycling.</p> <p>Organisations can also buy products made from recycled material.</p>

## Readability

To help make your spreadsheets easy to read:

- use clear, appropriately sized fonts
- check columns are wide enough to display all data and allow some spacing between cell contents
- align column headings to match the data
- be consistent with number formats, number of decimal places, etc.
- check column headings and total rows are easily identified
- consider using shading to differentiate important rows.

### Poor readability

January	February	March	April	May
360.98	573.16	359.6	683.62	1847.86
354.54	217.85	573.14	5432.3	9769.43
6307.62	5235.67	5583.82	6704.94	3528.02
317.02	3744.38	9490.34	224.8	378.79
5545.46	962.99	1685.79	9829.78	7063.43
196.66	4806.56	8480.77	6096.41	760.23
4343.47	919.87	7463.5	7455.8	10653.06
466.86	3750.07	2105.97	7312.81	9938.5
29211.04	21563.27	46012.18	52245.97	46261.14

- The font is small and hard to read.
- The columns are too close together and column header alignment is inappropriate.
- The number of decimal places is inconsistent, making reading difficult.
- The last row contains totals, but this is not obvious.

### Appropriate readability

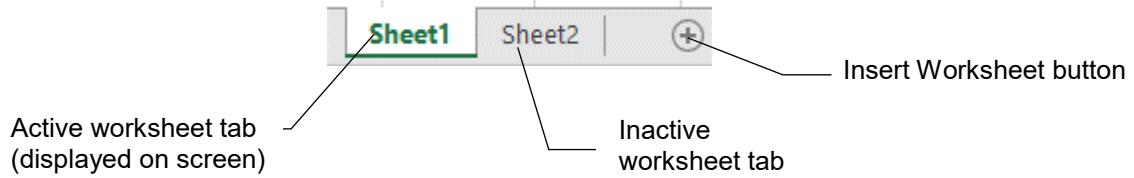
<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>
360.98	573.16	359.60	683.62	1,847.86
354.54	217.85	573.14	5,432.30	9,769.43
6,307.62	5,235.67	5,583.82	6,704.94	3,528.02
317.02	3,744.38	9,490.34	224.80	378.79
5,545.46	962.99	1,685.79	9,829.78	7,063.43
196.66	4,806.56	8,480.77	6,096.41	760.23
4,343.47	919.87	7,463.50	7,455.80	10,653.06
466.86	3,750.07	2,105.97	7,312.81	9,938.50
<b>29,211.04</b>	<b>21,563.27</b>	<b>46,012.18</b>	<b>52,245.97</b>	<b>46,261.14</b>

- Font is larger.
- Column labels are right aligned over numbers, bold and separated by the border.
- Decimal places are consistent.
- Columns are wide enough to see the data easily.
- Totals are clearly identifiable by borders and bold numbers.

# Workbooks

Each new workbook contains one worksheet which is named *Sheet1*. The Insert Worksheet button is used to add a new worksheet to the workbook.

Sheet tabs are displayed at the bottom of the screen. You can move from worksheet to worksheet by clicking on a sheet tab.



Worksheets are designed to display different data on a related subject, e.g. a company might use a worksheet for each sales branch, then a final worksheet which totals all sales figures from each branch and displays a summary.

Sydney

	A	B	C	D	E
1	<b>JESSIE'S CLOTHING STORES</b>				
2	Sales for the 1st Quarter - Melbourne Area				
3					
4		January	February	March	TOTALS
5					
6	Central	1500	1350	1295	4145
7	Bayside	1455	2300	1655	5410
8	Brimback	1267	1500	1676	
9	Hume	1056	1875	1555	
10					
11	<b>TOTAL</b>	5278	7025	6181	

Melbourne

	A	B	C	D	E
1	<b>JESSIE'S CLOTHING STORES</b>				
2	Sales for the 1st Quarter - Sydney Area				
3					
4		January	February	March	TOTALS
5					
6	Central	1080	2156	3265	6501
7	Mosman	2387	2555	2896	7838
8	Lane Cove	1050	1195	1300	3545
9	Padstow	1457	1895	2300	5652
10					
11	<b>TOTAL</b>	5974	7801	9761	23536

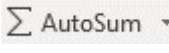
Brisbane

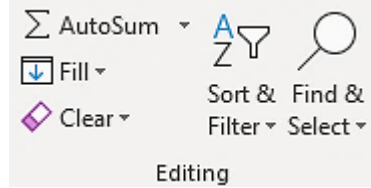
	A	B	C	D	E
1	<b>JESSIE'S CLOTHING STORES</b>				
2	Sales for the 1st Quarter - Brisbane Area				
3					
4		January	February	March	TOTALS
5					
6	Central	1200	1350	1475	4025
7	Red Hill	1245	1145	1330	3720
8	Belmont	1345	1435	1545	4325
9	Hamilton	1600	1550	1890	5040
10					
11	<b>TOTAL</b>	5390	5480	6240	17110

	A	B	C	D	E
1	<b>JESSIE'S CLOTHING STORES</b>				
2	Sales for the 1st Quarter - all areas				
3					
4		January	February	March	TOTALS
5					
6	Sydney	5974	7801	9761	23536
7	Melbourne	5974	7801	9761	23536
8	Brisbane	11948	15602	19522	47072
9					
10	<b>TOTAL</b>	23896	31204	39044	94144

Summary – all regions

# AutoSum

The AutoSum button  is used to add values of multiple cells in a worksheet. It is located in the Editing Group on the Home Ribbon. The drop-down list button next to the AutoSum button is used to select other functions, e.g. average, maximum.



Before clicking on this button, check the active cell is where the result is to appear.

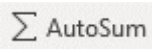
The AutoSum function will look upwards from the cursor position (in a column) to find cells to add. The AutoSum button uses the formula =Sum(range).

it	67,000	35,000	
	57,000	26,000	
	42,000	27,000	
	45,500	19,500	
	=SUM(B6:B9)		
	SUM(number1, [number2], ...)		

If cells above a total cell do not contain values, the AutoSum function will look to the left of the cursor position and select cells to add (across a row).

it	67,000	35,000	12,000	=SUM(B6:D6)
	57,000	26,000	10,500	SUM(number1, [number2], ...)

## Exercise 11

1. Open the file **Phone City** from the 978-1-921971-62-4 BSBTEC402 exercise files folder. Enable editing if required.
2. Save As the file in your working folder following workbook procedures.
3. Click on cell E6.
- Alt = 4. With the Home Ribbon displayed click on the AutoSum button  located in the Editing Group.

	A	B	C	D	E	F	G
1	<b>Phone City</b>						
2							
3		<b>Phones</b>	<b>Accessories</b>	<b>Software</b>	<b>Total</b>		<b>Increase by 10% GST</b>
4							
5	<b>Sales</b>						
6	Melbourne City	67,000	35,000	12,000	=SUM(B6:D6)		
7	Airport	57,000	26,000	10,500	SUM(number1, [number2], ...)		

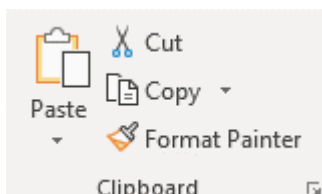
- The formula displays = (equal to) indicating the start of a formula.
  - The SUM function adds the data in the cells indicated in the range.
  - Brackets are used to display the range to be totalled (from cells B6 to cell D6).
5. Press Enter.




## Clipboard

The **Windows Clipboard** is an area of Windows where copied or cut data is stored ready to be pasted. The Windows Clipboard can only hold a single copy/cut at any time whether it is a one file/folder or multiple files/folders. Each time you copy something it replaces the last item.

The **Office Clipboard** is part of the Microsoft Office suite. Data cut or copied from an Office file can be pasted into the same file or into another Office document. The Office Clipboard can hold up to 24 objects. The contents of the Office Clipboard displays on the Clipboard. The Clipboard can be activated by clicking on the Clipboard Group Dialog Box Launcher.



## Copying and moving summary

Action	Instruction
Copying (using copy and paste)	<ol style="list-style-type: none"> <li>1. Select the cells to be copied.</li> <li>2. Click on the Copy button (Ctrl C).</li> <li>3. Click on the destination cell(s) and press Enter</li> </ol> OR Click on the Paste button (Ctrl V).
Copying (using drag and drop)	<ol style="list-style-type: none"> <li>1. Select the cells to be copied.</li> <li>2. Move the mouse to the edge of the cells (the mouse will be displayed as a pointer).</li> <li>3. Hold down the Ctrl key and drag to the destination cell(s).</li> </ol>
Copying (using the fill handle)	<ol style="list-style-type: none"> <li>1. Select the cells to be copied.</li> <li>2. Move the mouse pointer over the fill handle (as shown below).</li> <li>3. Hold down the left mouse button and drag across cells you are copying to.</li> </ol> <div style="text-align: right; margin-top: 10px;">  <span style="margin-left: 10px;">Fill handle</span> </div>
Moving (using cut and paste)	<ol style="list-style-type: none"> <li>1. Select the cells to be moved.</li> <li>2. Click on the Cut button (Ctrl X).</li> <li>3. Click on the destination cell(s) and press Enter</li> </ol> OR Click on the Paste button (Ctrl V).
Moving (using drag and drop)	<ol style="list-style-type: none"> <li>1. Select the cells to be moved.</li> <li>2. Move the mouse to the edge of the cells (the mouse will be displayed as a pointer) and drag to the destination cell(s).</li> <li>3. Use the Shift key to move rows/columns between existing rows/columns.</li> </ol>
Moving/copying to another worksheet (using drag and drop)	<ol style="list-style-type: none"> <li>1. Select the cells to be moved/copied.</li> <li>2. Move the mouse to the edge of the cells (the mouse will be displayed as a pointer).</li> <li>3. Hold down the Alt key (if you want to copy, also hold down the Ctrl key).</li> <li>4. Click and drag down onto the sheet tab of the worksheet required.</li> <li>5. Position on the worksheet then release the mouse button.</li> </ol>

# Checking data

## Checking formulas using a calculator


Windows has a built-in calculator. If you do not have a calculator at your desk, this handy application will help you to check that your formulas are accurate.

The buttons on the calculator are:

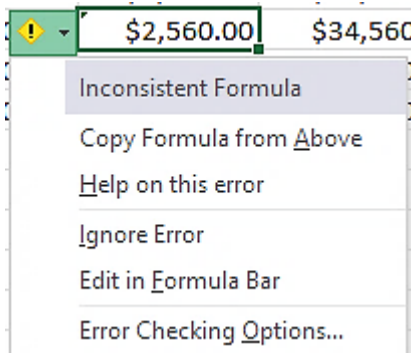
÷	Divide
×	Multiply
−	Subtract
+	Add
⌫	Deletes the most recent entered digit
CE	Clears the most recent number
C	Clears all

## Background error checking in Excel

The Background error checking in Excel checks for errors in the current worksheet. Error checking marks any formulas that have references to empty cells, formulas that do not match a row of formulas of similar nature, referencing to cells with text formatting, etc.

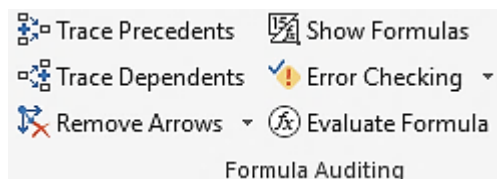
Cells which contain a potential error have a green triangle in the top left corner  0.00.

When you click in the cell an option button  will display. Click on the option button to display options relating to that error.



Depending on how Excel was set up, you may need to activate Background error checking on your device.

Error checking can also be carried out using tools from the Formula Auditing Group on the Formulas Ribbon.



Worksheet data can be illustrated using charts that are automatically linked to the worksheet. Alterations made to worksheet data will redraw the chart accordingly.

Charts are used to:

- illustrate trends, comparisons and relationships
- emphasise the values of individual items
- study the differences between large amounts of data
- present data in an effective way.

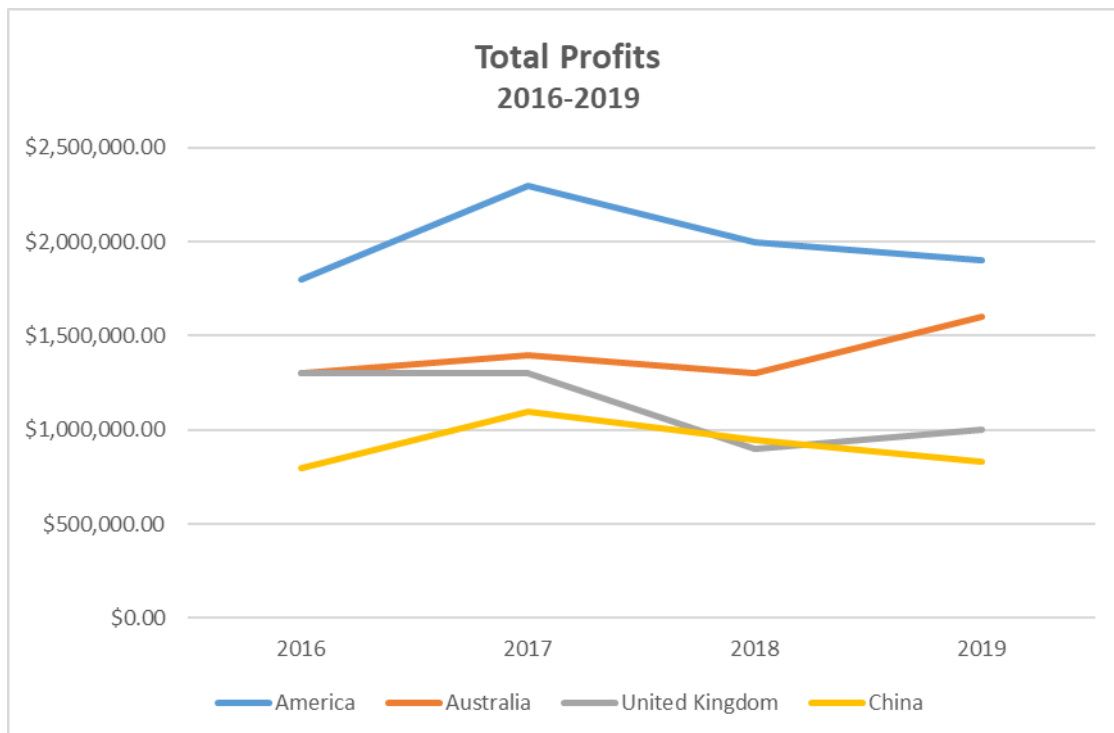
## Choosing the best chart

Before creating a chart you need to analyse what you want the chart to show, e.g. the gradual increase/decrease of sales, which branch is doing well out of the four branches, comparison of last year's sales with this year's sales so far, the level of student grades.

Each type of chart is designed to best display a different type of data.

## Line charts


Line charts are used to show trends, i.e. changes over time. The following chart shows changes in total profit for different countries over several years.

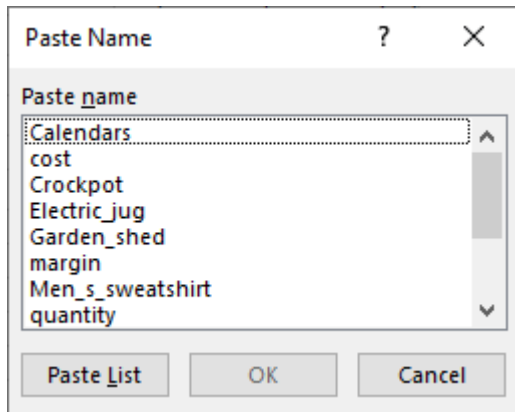



## Pasting a list of names

A list showing names and cell references can be pasted into your worksheet.

### Exercise 80

- Using **Exercise 76...** click on cell A21.
- On the Formulas Ribbon click on  and select **Paste Names...**. The Paste Name dialog box will display.



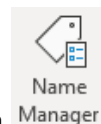
- Click on .
- Click away from the list to deselect. The list will be displayed as shown below.

21	Calendars	=Pricing structure!\$B\$7:\$G\$7
22	cost	=Pricing structure!\$B\$7:\$B\$14
23	Crockpot	=Pricing structure!\$B\$14:\$G\$14
24	Electric_jug	=Pricing structure!\$B\$9:\$G\$9
25	Garden_shed	=Pricing structure!\$B\$13:\$G\$13
26	margin	=Pricing structure!\$D\$7:\$D\$14
27	Men_s_sweatshirt	=Pricing structure!\$B\$10:\$G\$10
28	quantity	=Pricing structure!\$E\$7:\$E\$14
29	retail	=Pricing structure!\$C\$7:\$C\$14
30	Saucepans	=Pricing structure!\$B\$8:\$G\$8
31	T_shirts	=Pricing structure!\$B\$12:\$G\$12
32	value	=Pricing structure!\$F\$7:\$F\$14
33	Weedeater	=Pricing structure!\$B\$11:\$G\$11




- Save the workbook and leave it open for the next exercise.


## Deleting names

### Exercise 81



- Using **Exercise 76...** on the Formulas Ribbon click on the Name Manager button.
- Select the *Garden\_shed* name.

	Electric_jug	{42.00;75.50;44...	=Pricing structure'...	Workbo...
	Garden_shed	{295.00;375.50;...	=Pricing structure'...	Workbo...
	margin	{41.95%;21.05%;...	=Pricing structure'...	Workbo...

- Click on  and click on OK.
- Click on Close.
- Save the workbook and close.

## COUNTIF function

The COUNTIF function is used to count certain cells that return a result if the condition is true.

Range of cells to assessed and counted


=COUNTIF(range,criteria)

Criteria that determines which cells are to be counted

### Exercise 124

1. Using **Exercise 119**... create the query block at the right in cells I10 (column I, row 10) to J23. This will be used to extract results for each salesperson.

Salesperson	
Total Number of Sales	
Total Amount of Sales	
Total Commission on Sales	
Total Delivery Charge	
Area Code	Amount
S	
B	
M	
A	

2. Change the commission rate in cell G8 to **10%**
  3. Under the *Salesperson* heading, type: **Mike Holden**
  4. Format the name to italic.
  5. Click on the cell under the *Total Number of Sales* heading.
- The COUNTIF function will be used to calculate the number of sales Mike has made by determining how many times his name appears in the *Salesperson* column.
6. Click on .
  7. Select Statistical from the *Or select a category:* box.
  8. Select COUNTIF from the *Select a function:* box and click on OK.
  9. Select cells C11 to C27 in the *Range* box.
  10. In the Criteria box select cell I11 (column I, row 11), containing the text Mike Holden.
  11. Click on OK.
  12. Save the workbook and leave it open for the next exercise

The calculation shows that Mike made four sales. This can be checked by counting the number of times Mike Holden appears in the *Salesperson* column.

# Evidence guide

## Elements and Performance Criteria

<b>Element</b> <i>Elements describe the essential outcomes.</i>	<b>Performance Criteria</b> <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>	<b>Assessment task</b>
1. Prepare and plan to develop spreadsheet	1.1 Organise personal work environment in accordance with ergonomic requirements	Task 1
	1.2 Analyse task and determine specifications for spreadsheets	Task 2, Task 5
	1.3 Identify requirements of data entry, storage, output, reporting and presentation requirements	Task 2, Task 5
	1.4 Apply work organisation strategies and energy and resource conservation techniques and plan work activities	Task 1
2. Develop a linked spreadsheet solution	2.1 Use spreadsheet design software functions and formulae to meet identified requirements	Task 2, Task 5
	2.2 Link spreadsheets according to software procedures	Task 5
	2.3 Format cells and use data attributes assigned with cell references, according to task requirements	Task 2, Task 5
	2.4 Test formulae to confirm output meets task requirements	Task 2, Task 3, Task 4, Task 5
3. Automate and standardise spreadsheet operation	3.1 Evaluate and identify tasks requiring automation	Task 2, Task 5
	3.2 Create, use and edit macros to fulfil requirements of task and automate spreadsheet operation	Task 2, Task 3, Task 4
	3.3 Develop, edit and use templates and ensure consistency of design and layout according to task requirements	Task 2, Task 3, Task 4
4. Use spreadsheets	4.1 Enter, check and amend data according to organisational and task requirements	Task 3, Task 5
	4.2 Import and export data between compatible spreadsheets and adjust documents, according to software and organisational procedures	Task 5
	4.3 Use help function to overcome problems with spreadsheet design and production	All tasks
	4.4 Preview, adjust and prepare spreadsheet in accordance with organisational and task requirements	Task 2, Task 3, Task 5
5. Represent numerical data in graphic form and store spreadsheet	5.1 Determine style of graph to meet specified requirements and manipulate spreadsheet data, where required	Task 5
	5.2 Create graphs with labels and titles from numerical data contained in a spreadsheet file	Task 5
	5.3 Name and store spreadsheet in accordance with organisational requirements and exit application	Task 2, Task 3, Task 5

## Assessment Requirements

### Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- on at least two occasions, prepare, develop, and use a complex spreadsheet.

In the course of the above, the candidate must:	Assessment task
<ul style="list-style-type: none"> <li>follow organisational and safe work practices</li> </ul>	Task 1
<ul style="list-style-type: none"> <li>adhere to organisational requirements for:               <ul style="list-style-type: none"> <li>ensuring consistency of style, design and layout</li> </ul> </li> </ul>	Task 2, Task 3, Task 5
<ul style="list-style-type: none"> <li>saving and publishing documents within designated timelines</li> </ul>	Task 2, Task 3, Task 5
<ul style="list-style-type: none"> <li>naming and storing documents</li> </ul>	Task 2, Task 3, Task 5
<ul style="list-style-type: none"> <li>adhere to identified or task requirements when producing documents including:               <ul style="list-style-type: none"> <li>editing macros and automating some tasks</li> </ul> </li> </ul>	Task 2, Task 3, Task 4
<ul style="list-style-type: none"> <li>using appropriate templates</li> </ul>	Task 3, Task 4
<ul style="list-style-type: none"> <li>creating graphs to represent data</li> </ul>	Task 5
<ul style="list-style-type: none"> <li>resolve issues by referring to user documentation and online help</li> </ul>	All tasks
<ul style="list-style-type: none"> <li>use appropriate data storage options.</li> </ul>	Task 2, Task 3, Task 4, Task 5

### Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:	Assessment task
<ul style="list-style-type: none"> <li>advanced functions of spreadsheet software applications</li> </ul>	Task 2, Task 3, Task 4, Task 5
<ul style="list-style-type: none"> <li>key aspects of formatting and design on presentation and readability of data</li> </ul>	Task 2, Task 5
<ul style="list-style-type: none"> <li>key organisational requirements for ergonomics, work periods and breaks, and conservation techniques.</li> </ul>	Task 1
<ul style="list-style-type: none"> <li>key aspects of organisational policies and procedures</li> </ul>	Task 2, Task 3, Task 4, Task 5
<ul style="list-style-type: none"> <li>key methods to test formulae.</li> </ul>	Task 3, Task 5