

# CONTENTS

BSBTEC402 Design and produce complex spreadsheets.....	1
Assessment .....	3
How to use this workbook .....	4
How to download exercise files .....	6
<b>SECTION 1: ORGANISATIONAL PROCEDURES .....</b>	<b>8</b>
Work Health and Safety Act 2011 .....	9
Organisational policies for WHS.....	10
Ergonomics.....	11
Occupational overuse syndrome.....	14
Computer vision syndrome.....	16
Breathing .....	17
Energy and resource conservation.....	18
File naming procedures.....	19
Completing a task on time.....	20
Spreadsheet requirements .....	21
Style guides .....	22
Conventions for personal names.....	23
Distributing spreadsheets.....	23
<b>SECTION 2: INTRODUCTION TO SPREADSHEET AND EXCEL.....</b>	<b>25</b>
Spreadsheet structure.....	26
Data types.....	27
Designing a spreadsheet .....	28
Planning a spreadsheet .....	31
Starting Excel.....	33
Workbooks.....	38
Closing a workbook.....	39
Exiting Excel .....	39
Opening a workbook .....	39
Saving a workbook with a different file name .....	41
Cells, rows and columns .....	42
Moving around a worksheet .....	44
Selecting cells.....	45
Entering cell contents.....	46
Deleting data.....	47
AutoSum .....	48
Mathematical operator symbols .....	50
Series .....	51
Formatting fonts.....	52
Merging cells.....	53
Borders .....	54
Formatting numbers.....	55
Order of calculations .....	58
Copying and moving data .....	58
Inserting cells, rows and columns.....	61
Help .....	63

<b>SECTION 3: BASIC FUNCTIONS, FORMULA AUDITING AND HYPERLINKS .....</b>	<b>65</b>
Widening columns.....	66
Finding and replacing data.....	66
Sorting data.....	67
Cell references.....	68
Password protecting a spreadsheet.....	69
Working with large worksheets.....	71
Functions.....	72
Page setup.....	74
Printing a worksheet.....	75
Publishing worksheets as a PDF.....	76
Options buttons.....	78
Data accuracy.....	81
Checking data.....	82
Formula auditing.....	86
Displaying formulas.....	90
Spelling.....	91
Hyperlinks.....	91
<b>SECTION 4: CHARTS.....</b>	<b>97</b>
Choosing the best chart.....	98
Creating charts.....	102
Formatting charts.....	105
Changing the chart type.....	109
Printing a chart.....	110
Publishing a chart as a PDF.....	110
Quick charts.....	116
Combo charts.....	119
<b>SECTION 5: MULTIPLE WORKSHEETS.....</b>	<b>125</b>
Creating a cell name.....	127
Renaming a worksheet.....	130
Grouping worksheets.....	133
Formatting large worksheets.....	137
Linking workbooks.....	141
Consolidating data.....	144
<b>SECTION 6: ADVANCED FUNCTIONS, DATA TABLES AND ARRAYS.....</b>	<b>148</b>
Advanced functions.....	149
Printing a workbook.....	153
Publishing a workbook as a PDF.....	154
Printing a selection.....	169
Publishing a selection as a PDF.....	169
Data tables.....	170
Changing variables in a formula.....	171
Array formulas.....	176
Common Excel functions summary.....	177
<b>SECTION 7: DATA ANALYSIS, VALIDATION, MACROS AND TEMPLATES.....</b>	<b>181</b>
Pivot tables and pivot charts.....	182
Data validation.....	186
Conditional formatting.....	189
Macros.....	193
Personal Macro Workbook.....	200
Templates.....	205
Importing a spreadsheet.....	213
Exporting an Excel spreadsheet.....	214
<b>ASSESSMENT.....</b>	<b>220</b>
Assessment tasks.....	221
Evidence guide.....	227
<b>INDEX.....</b>	<b>229</b>