

Ref No: DDICAU307

**Elements of
Competency**

Create spreadsheets

- Open spreadsheet application and create/open spreadsheet file and enter numbers, text and symbols into cells according to information requirements
- Enter simple formulas using cell referencing where required
- Correct formulas when error messages occur
- Use a range of common *tools* during spreadsheet development
- *Edit* columns and rows within the spreadsheet
- Use the autofill function to increment *data* where required
- Save spreadsheet to correct directory or folder

Customise basic settings

- Adjust page layout to meet user requirements or special needs
- Open and view different toolbars
- Change font settings so they are appropriate for the purpose of the document
- Change alignment options and line spacing according to spreadsheet formatting features
- Format cell to display different styles as required
- Modify margin sizes to suit the purpose of the spreadsheets
- View multiple spreadsheets concurrently

Format spreadsheet

- Use formatting features as required
- Copy selected formatting features from another cell in the spreadsheet or from another active spreadsheet
- Use formatting tools as required within the spreadsheet
- Align information in a selected cell as required
- Insert headers and footers using formatting features
- Save spreadsheet in another format
- Save and close spreadsheet to disk

Incorporate object and chart in spreadsheet

- Import an object into an active spreadsheet
- Manipulate imported object by using formatting features
- Create a chart using selected data in the spreadsheet
- Display selected data in a different chart
- Modify chart using formatting features

Print spreadsheet

- Preview spreadsheet in print preview mode

Operate a Spreadsheet Application

Microsoft Excel 2007
ICAU1130B



- Select basic printer options
- Print spreadsheet or selected part of spreadsheet
- Submit the spreadsheet to the appropriate person for approval or feedback

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Audience This manual is aimed at people who are studying the Certificate I in Information & Communications Technology ICA10105. It covers the elective unit of ICAU1130B Operate a Spreadsheet application (Excel 2007 Introduction). This manual is a learning resource and is not an assessment tool.

Prerequisites Basic Computer skills. Knowledge of Excel is not necessary.

Course Length In a training environment this manual is suitable for approximately 2 days.

Course Structure The course contains instructor lead exercises as well as examples completed at the students' own pace.

Operate a Spreadsheet Application

Microsoft Excel 2007
ICAU1130B



Introduction

Course Objectives

Starting Excel

The Excel Screen

The Ribbon

The Office Button

Moving around a Sheet

Displaying other Areas

Mouse Movements

Viewing other Sheets

Selecting Cells

Inserting Text and Numbers

Typing Text

Adjusting Column Widths

Typing Numbers

Saving a Workbook

File Properties

Opening a Workbook

Printing

Alignments and Indents

Indenting

Center

Merge and Center

Calculations

BODMAS

AutoSum

Filling the Formula

Formulas

Cell Editing

Revision Exercise

Revision Exercise

Creating Formulas

Multiple Worksheets

Copying Sheet Contents

Data Entry Ranges

Calculating across Worksheets

Linking Formulas

Copying Formulas

Absolute Cell Referencing

Functions

Function Syntax

The AVERAGE Function

The MAX Function

The MIN Function

The IF Function

Financial Functions

Date Functions

AutoCalculate

Revision Exercise

Creating a Worksheet

Formatting

Fonts and Font Size

Number Formatting

Formatting a Group of Sheets

Borders

Format Painter

Cell Shading

Font Color

Inserting Images

Proofing

Spelling

AutoCorrect

Find and Replace

Comments

Sorting

Working with Worksheets

Renaming Sheets

Inserting a Sheet

Deleting Sheets

Editing a Worksheet

Range Names

Defining Range Names

Names in Formulas

Navigating with Names

Using Named Constants

Documenting Range Names

Conditional Formatting

AutoFill

Filling Dates

Filling Text

Custom Lists

Print Preview

Page Break Preview

Previewing the Workbook

Zoom

Margins and Column Widths

Column Widths in Print Preview

Page Layout View

Page Setup

Orientation

Scaling

Margin Settings

Headers and Footers

Custom Headers and Footers

Page Breaks and Print Areas

Inserting a Page Break

Removing a Page Break

Setting a Print Area

Operate a Spreadsheet Application

Microsoft Excel 2007
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Removing a Print Area

Printing

Tables

Extended Formatting and Formulas

Adding Records

Sorting Data

Using a Data Form

Filtering Records

Custom Filters

Subtotals

Outline Symbols

Using other Functions

Using Page Breaks

Removing Subtotals

Outlining

Hiding Detail

Grouping Rows

Charts

Creating a Chart

Changing the Chart Type

The Legend

Gridlines

Formatting Charts

Previewing a Chart

Separate Chart Sheets

Coloured Sheet Tabs

Printing Separate Chart Sheets

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