

Ref No: DDICAU30X

**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

Operate a Spreadsheet Application

Microsoft Excel 2002
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- 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
- Select basic printer options
- Print spreadsheet or selected part of spreadsheet
- Submit the spreadsheet to the appropriate person for approval or feedback

Number of Pages	200
Audience	This manual is aimed at people who are studying the Certificate I in Information & Communications Technology ICA10105. It covers the elective unit of ICAU1130A Operate a Spreadsheet application (Excel 2002 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.

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Elements of Competency

Introduction

Starting Excel

The Excel Screen

Moving around the Sheet

Displaying other Areas

Mouse Movements

Viewing other Sheets

Personalised Menus

Menu Elements

Changing Menu Options

Menu Animations

Closing a Workbook

Dialog Boxes

Toolbars

ScreenTips

Displaying and Hiding Toolbars

Inserting Text and Numbers

Typing the Text

Column Widths

Changing Column Widths

Changing Multiple Columns

AutoFit the Selection

Typing Numbers

Saving a Workbook

The Places Bar

Alignments and Indents

Indenting

Merge and Center

Printing

Calculations

AutoSum

Filling the Formula

Formulas

Cell Editing

Exercise – Creating a Worksheet

A Budget

Remaining Calculations

Formula Summary

Manipulating Toolbars

Moving a Toolbar

Sizing a Toolbar

Closing a Toolbar

Multiple Worksheets

Using the Taskbar

Arranging Windows

A Second Worksheet

Copying Text

Using an Entry Range

Calculating across Worksheets

Creating the Difference Worksheet

Selecting Multiple Ranges

Calculating the difference in data

Filling Formulas

Completing the Third Worksheet

Functions

Function Syntax

The Average Function

The Max Function

The MIN Function

Editing Sheet Tabs

Changing a Sheet Name

Inserting a Sheet

Deleting Unwanted Sheets

Formatting

Fonts and Fonts Sizes

Fonts

Using Format, Cells

Number Formatting

Formatting a Group of Sheets

Ungrouping Sheets

Number Formatting

Conditional Formatting

Setting the Format

Borders

Pasting Formats

Cell Shading

Font Color

Formatting Exercise

Further Calculations

Collect and Paste

The Office Clipboard

Pasting all Items

AutoFilling Dates

Completing the *Occupancy* Sheet

Complex Calculations

Building Formula across Sheets

Cell Addressing

Creating the Formula across Sheets

Filling the Formula

Absolute Addressing

Function Revision

The Average Function

The Max Function

The MIN Function

Creating a Summary Report

Inserting a Fourth Sheet

Creating the First Link

Changing Source Data

Recording Changes

Wrapping Text

The IF Function

AutoFill

Filling Dates

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Filling Week Endings
Filling Text
Custom Lists
Using the Custom List
Filling Numbers
Spelling
Spelling Exercise
Print Preview
Page Break Preview
Adjusting the Page Breaks
Previewing the Workbook
Zoom
Margins and Column Widths
Column Widths in Print Preview
Page Setup
Orientation
Scaling
The Margins Tab
Headers and Footers
Built-In Headers and Footers
Custom Headers and Footers
Header Icons
Custom Footers
Sheet Options
Page Breaks and Print Areas
Inserting a Page Break
Setting a Print Area
Printing
An Invoice Exercise
Planning the Worksheet
Creating the Invoice Data
Completing the Total Column
The MONTH Function
Lists
List Overview
Extended Formatting and Formulas
Adding New Data to a List
AutoComplete
Sorting Data in a List
Sorting on Two Fields
Data Forms
Adding Records
Deleting a Record
Filtering Records
AutoFilter
Previewing/Printing Filtered Records
Totalling a Filtered List
Filtering Exercise
Using Blanks and NonBlanks
Filtering on Two Fields
Exercise - Filtering on two Fields
Custom Filters
Specifying a Custom Filter
Removing the AutoFilter
The Office Assistant
Asking a Question
Displaying Topics

Printing a Topic
Searching for your own Answer
Assistant Options
Find and Replace
Finding Text
Match Case
Replacing Numbers
Modifying the Toolbar
Saving a Spreadsheet as a Web Page
Charting
The Chart Wizard
Step 1 - The Chart Type
Step 2 - Chart Source Data
Step 3 - Chart Options
Step 4 - Chart Location
Chart Areas
Sizing and Moving a Chart
The Chart Toolbar
Changing the Chart Type
The Legend
Gridlines
Removing an Axis
Formatting the Chart
Formatting Chart Columns
Data Labels
Deleting a Data Table
Previewing the Chart and Data
Separate Chart Sheets
Colored Sheet Tabs
Chart Titles
Formatting Chart Titles
Printing Separate Chart Sheets
Revision Exercise
Columns and Rows
Inserting a Column
Updating the Chart
Deleting a Column
Deleting a Row
Inserting a Row
Updating the Chart
Moving Columns
Viewing Multiple Spreadsheets
Publishing to the Web
Previewing the Web page
Publishing a Workbook
Adding a Page Title
Publishing Worksheet Items
Interacting with the Chart