

Monash LearningFast - ICT Skills Benchmark™

Competency 6: Spreadsheets (Excel XP)

Similar to manual spreadsheets, with the ability to perform calculations rapidly. Spreadsheets are used for preparing budgets, producing forecasts, business graphs and financial reports.

Learning Activities (37)	Completion Time (4hrs)
Introducing Excel XP	
Windows Basics	
Opening and Closing Excel	4.5mins
Navigating the Workbook	9.5mins
The Office Assistant	7mins
Managing Workbooks	
Opening workbooks	5.5mins
Using worksheets	9mins
Saving workbooks	4.5mins
Managing files and folders	8mins
Editing Options	
Entering Data	
Entering text and numbers	6mins
Revising and deleting entries	10mins
Entering dates and times	6mins
Using Autofill	6mins
Selecting cells	4mins
Basic Formulas	
Using Formulas	
Entering formulas	4.5mins
Reference operators	6mins
Using Functions	
AutoSum	3mins
Using Simple Functions	5.5mins
Worksheet Options	
Moving and Copying Data	
Moving and copying data	7mins
Using AutoFill to copy formulas	3.5mins
Inserting, deleting and hiding rows and columns	12.5mins
Cell References	
Naming a Range	7mins
Relative and Absolute References	7mins
Cell reference styles	4mins
Formatting Options	
Formatting Worksheets	
Fonts	9.5mins
Alignment	7.5mins
Formatting numbers	5.5mins
Formatting rows & columns	10.5mins
Applying shading	4mins
Applying borders	5mins
Creating a chart	
Charts	
Creating charts	10.5mins
Modifying charts	7mins
Formatting chart items	9mins
Printing Options	
Printing and Page Setup	
Basic page setup options	5mins
Setting margins	5mins
Adding headers/footers	6.5mins
Sheet options	6mins
Page breaks	6mins
Printing worksheets	3.5mins