



**Australian Government**

# **BSBITU212 Create and use spreadsheets**

**Release: 1**

## BSBITU212 Create and use spreadsheets

### Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 3.0.

### Application

This unit describes the skills and knowledge required to correctly create and use spreadsheets and charts using both cloud-based and non-cloud based spreadsheet applications.

It applies to individuals who perform a range of routine tasks in the workplace using a limited range of practical skills and fundamental knowledge of spreadsheet software/applications in a defined context under direct supervision or with limited individual responsibility.

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

### Unit Sector

Information and Communications Technology – IT Use

### Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to produce spreadsheets	1.1 Adjust workspace, furniture and equipment to suit own ergonomic, work organisation and work health and safety (WHS) requirements 1.2 Identify task purpose, audience and presentation requirements, and clarify with relevant personnel as required 1.3 Identify specific task requirements, including layout and delivery timeline, and clarify with relevant personnel as required 1.4 Select most appropriate application to produce spreadsheet, in accordance with available resources and organisational policies
2. Create simple	2.1 Ensure data is entered, checked and amended in accordance with organisational and task requirements, to maintain consistency

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
spreadsheets	<p>of design and layout</p> <p>2.2 Format spreadsheet using application functions; to adjust page and cell layout to meet information requirements, in accordance with organisational style and presentation requirements</p> <p>2.3 Ensure formulae are used and tested to confirm output meets task requirements, in consultation with appropriate personnel as required</p> <p>2.4 Use relevant help functions to overcome simple issues relating to spreadsheet design and production</p>
3. Produce simple charts	<p>3.1 Select chart type and design that enables valid representation of numerical data and meets organisational and task requirements</p> <p>3.2 Create chart using appropriate data range in spreadsheet</p> <p>3.3 Modify chart type and layout using formatting features</p>
4. Finalise and present spreadsheets	<p>4.1 Review and edit final spreadsheet and prepare for delivery in accordance with organisational and task requirements</p> <p>4.2 Deliver document to relevant audience within designated timelines and in accordance with organisational requirements</p> <p>4.3 Name and store spreadsheet appropriately in accordance with organisational requirements and exit application without data loss</p>

## Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

<b>Skill</b>	<b>Description</b>
Reading	<ul style="list-style-type: none"> <li>Recognises numerical and textual information within a range of resources to determine and complete work according to requirements</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Enters and amends routine data into relevant digital applications using a format appropriate to requirements</li> </ul>
Oral Communication	<ul style="list-style-type: none"> <li>Listens to short and specific instructions and uses questions to clarify understanding</li> <li>Uses simple mathematical language to confirm and convey requirements</li> </ul>
Numeracy	<ul style="list-style-type: none"> <li>Uses basic mathematical skills to create and apply spreadsheet formulae</li> </ul>
Navigate the world	<ul style="list-style-type: none"> <li>Recognises and follows explicit and implicit protocols and meets</li> </ul>

of work	expectations associated with own role
Interact with others	<ul style="list-style-type: none"><li>• Recognises purpose of various communications directly relevant to own role and clarifies as required</li></ul>
Get the work done	<ul style="list-style-type: none"><li>• Uses key digital application features and functions in performing specific work tasks</li></ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBITU212 Create and use spreadsheets	BSBITU202 Create and use spreadsheets	Updates to elements, performance criteria and assessment requirements	Equivalent unit

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>