



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

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

Foundation Skills

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

Skill	Description
Reading	Recognises numerical and textual information within a range of resources to determine and complete work according to requirements
Writing	Enters and amends routine data into relevant digital applications using a format appropriate to requirements
Oral Communication	- Listens to short and specific instructions and uses questions to clarify understanding - Uses simple mathematical language to confirm and convey requirements
Numeracy	Uses basic mathematical skills to create and apply spreadsheet formulae
Navigate the world	Recognises and follows explicit and implicit protocols and meets

of work	expectations associated with own role
Interact with others	Recognises purpose of various communications directly relevant to own role and clarifies as required
Get the work done	Uses key digital application features and functions in performing specific work tasks

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>

Assessment Requirements for BSBITU212 Create and use spreadsheets

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Performance Evidence

Evidence of the ability to:

- follow correct ergonomic requirements and organisational policies and procedures
- produce spreadsheet documents that align to document purpose and appropriate to target audience
- consult with appropriate personnel as required
- adhere to organisational style and presentation requirements
- use relevant help functions to rectify simple document issues
- produce spreadsheet document in appropriate format for review, including ability to create and modify simple charts
- adhere to designated timelines and ensure high accuracy when preparing documents
- demonstrate ability to prevent data loss and damage.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

The candidate must be able to demonstrate the following knowledge to effectively complete the tasks outlined in the elements and performance criteria of this unit, and to manage tasks and reasonably foreseeable contingencies in the context of the work role.

- Key elements of basic formatting styles appropriate to workplace documents
- Key functions of spreadsheet applications, both cloud-based and non-cloud based
- Key features of organisational requirements for ergonomic standards
- Key features of organisational guidelines on spreadsheet manipulation and processing
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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the information and communications technology – IT use field of work and include access to:

- industry technology
- relevant organisational policies and procedures
- relevant workplace documentation and resources including a style guide and user manuals
- industry software/applications for producing spreadsheets.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

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