



Australian Government

BSBTEC302 Design and produce spreadsheets

Release: 1

BSBTEC302 Design and produce spreadsheets

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to develop spreadsheets through the use of spreadsheet applications.

The unit applies to individuals employed in a range of environments who tend to be personally responsible for designing and working with spreadsheets under minimal supervision. These individuals are generally required to have intermediate knowledge and understanding of a number of spreadsheet applications.

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

Unit Sector

Digital Competence - Technology 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. Select and prepare resources	1.1 Identify task purpose and audience 1.2 Identify task requirements according to data entry, storage, output, timeline and presentation format 1.3 Select most appropriate application to produce spreadsheet, according to available resources and organisational policies and procedures
2. Plan spreadsheet design	2.1 Design spreadsheet design to suit purpose, audience and information requirements of task 2.2 Confirm spreadsheet is designed to enhance readability and appearance, and is in accordance with organisational and task requirements

ELEMENT	PERFORMANCE CRITERIA
	2.3 Use available application functions and confirm consistency of design and layout, adhering to organisational and task requirements
3. Create spreadsheet	3.1 Enter data, check and amend to maintain consistency of design and layout, in accordance with organisational and task requirements 3.2 Format spreadsheet using application functions, according to organisational policies and procedures and presentation requirements 3.3 Consult with relevant stakeholders and confirm formulae are tested and output meets task requirements 3.4 Use required help functions and action issues as required
4. Produce charts	4.1 Select chart type and design that offers analysis of numerical data, and meets organisational and task requirements 4.2 Create charts using required data range in spreadsheet 4.3 Modify chart type and layout using formatting features, adhering to organisational and task requirements
5. Finalise and present spreadsheets	5.1 Review and edit final spreadsheet and accompanying charts, and prepare for delivery according to task requirements 5.2 Deliver document to required stakeholders according to organisational requirements, policies and procedures 5.3 Name and store spreadsheet according to organisational requirements and exit application

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 and interprets numerical and textual information to determine organisational and task requirements
Writing	- Inputs numerical and key reporting information when creating and finalising spreadsheets - Uses format, layout, style guides and standard naming conventions to organise data according to purpose and audience
Numeracy	Uses mathematical equations to create simple formulae and validate numerical data
Teamwork	Collaborates with others to achieve joint outcomes

Unit Mapping Information

Supersedes and is equivalent to BSBITU314 Design and produce spreadsheets.

Supersedes but is not equivalent to BSBITU311 Use simple relational databases.

Links

Companion Volume Implementation Guide is found on VETNet -

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