**VCAA Software Tools - Spreadsheets**

When completing the skills development, you must demonstrate the use of the following tools:

**Company Worksheet**

**Calculate:** Age, Sort on Company then Department, Subtotal – Count under Company

* **Insert notes/comments:** in the titles
* **Macros**

**BMI Worksheet**

**Convert:** Height (CM) to Height (M)

**Calculate:** BMI

* **Conditional formatting**

|  |  |
| --- | --- |
| **Range** | **Format** |
| <18.5 | Blue |
| 18.5 – 24.9 | Green |
| 25-29.9 | Orange |
| >=30 | Red |

* **Conditional statements**

use an IF statement to output the following text:

|  |  |
| --- | --- |
| **Range** | **Output** |
| <18.5 | Underweight |
| 18.5 – 24.9 | Normal |
| 25-29.9 | Overweight |
| >=30 | Obese |

**Vic Dams Worksheet**

* **Graphs**

**Column** – Current Capacity and Volume

Bar – Current Capacity

Line – Current Volume

Pie – Current % Full

**Payroll Worksheet**

**Calculate:** Gross Pay, Tax Amount, Super Amount, Net Pay **(relative cell referencing)**

* **Naming a range:** Hourly Rate, Hours Worked, Tax Rate
* **Formulae including simple functions**

Sum: Hours worked

Average: Hourly Rate, Hours Worked, Tax Rate

Maximum: Hourly Rate, Hours Worked, Tax Rate

Minimum: Hourly Rate, Hours Worked, Tax Rate

Count: Hourly Rate

* **Lookup tables including absolute cell referencing:** Superannuation
* **Cell protection:** Hourly Rate and Tax Rate
* **Electronic validation:** Hourly Rate & Category
* **Sheet referencing:** Transfer data to a new sheet, Summary – Name, Gross Pay, Tax Amount, Super Amount, Net Pay

**All Worksheets**

* **Formatting/layout**

**Formats and Conventions**

in brief…

Text aligns to the left

Numbers align to the right

Column headings follow the natural alignment of the data

$, %, Units in the headings and totals

2 decimal places for all financial figures

Dates in Australian format

**Charts**

Main heading – usually a company name, eg. MICROSOFT

Sub-heading – outlining the detail of the chart, eg. OFFICE PROFESSIONAL SALES 2013 (slightly smaller than the main heading)

X and Y Axis labelled

Legend used if more than 1 series is plotted (safe to use a legend even with 1 series)

Let’s not forget our other F’s & C’s…