

Design organisational documents using computer packages

ICAD2012B



Ref No: DDICAD127

Elements of Competency **Design documents to meet organisational needs**

- Use applications to design and configure document templates for use in a business environment
- Demonstrate the implementation of design guidelines
- Select appropriate software
- Use software as per specifications to design documents
- Store documents for access and editing as required
- Obtain approval of design of documents from appropriate person

Access, retrieve and manipulate data

- Use software as per specification
- Locate and open files
- Amend designs according to requirements
- Exit applications successfully without loss of data

No of Pages 384

Audience This manual is aimed at people who are studying the Certificate II in Information & Communications Technology ICA20105. It covers the core unit of ICAD2012B Design Organisation Documents using Computer Packages (PowerPoint and Publisher 2007). This manual is a learning resource and is not an assessment tool. An Assessment Tool & Marking Guide is available for this manual separately.

Pre-requisites Basic keyboarding skills.

Course Length In a training environment this manual is suitable for approximately two days.

Course Structure The course contains instructor lead exercises as well as examples completed at the students' own pace.

Design organisational documents using computer packages

ICAD2012B



Starting PowerPoint

The PowerPoint Screen

The Ribbon

The Office Button

The Quick Access Toolbar

Starting a Presentation

The Title Slide

Typing the Title Text

Typing a Subtitle

Changing Font Size

Increasing Font Size

Saving a Presentation

Adding a Slide

Adding a Slide

Bulleted Text

Line Spacing

Creating a Two Content Slide

Typing the Slide's Content

Text and Clip Art

Inserting Clip Art

Sizing the Picture

Moving the Picture

Title and Content Layout

Inserting the Picture

Design Themes

Applying a Theme

Printing

Viewing Slides

Scroll Buttons

Different Views

Normal View

The Slides Tab

The Outline Tab

Editing Text in Normal View

Slide Sorter View

Rearranging Slides

Duplicating a Slide

Notes Page View

Typing a Note

Arranging Panes

Slide Previews

Spelling

Design Themes

Applying a Theme

Slide Shows

Skill Builder

Object and Text Editing

Moving and Sizing Objects

Adding a Slide

Adding Text to the Slide

Removing a Bullet

Skill Builder

Paragraph Spacing

Adding Shapes

Adding a Shape

Typing Text into the Object

Changing Fill Colour

A Textured Fill

Object Rotation

Object Placement

Font Colour

Adjusting Objects

Drawing a Callout

The Adjustment Handle

Adding Other Objects

Adjustment Examples

Skill Builder

Formatting Techniques

Format Painter

Small Caps Text

Object Formatting

Shape Styles

Object Glows

WordArt Styles

Changing a Shape

Connecting Lines

Drawing Connecting Lines

Adjusting the Connector

Grouping the Object

Selecting all Objects

Skill Builder

Text Editing

Selecting the Text Object

Bullet Size

Paragraph Spacing

Customised Bullets

Picture Bullets

Indents

The Ruler in detail

Setting Indents

Exercise

Demoting/Promoting Text

Demoting Text

Copying and Pasting Text

Copying Text

Pasting Text

Converting a Paragraph

Demoting Text

Normal View

Deleting a Slide

Adding a Slide in the Outline

Pane

Exercise

Find and Replace

Replacing Text

Clip Art

Accessing Clips

Locating a Picture

Inserting the Picture

Sizing and Moving the Picture

Picture Tools

Clip Colour

Picture Styles

Picture Effects

Cropping a Picture

Picture Borders

Clip Art Revision

Results of the Search

Washout

Send to Back

Inserting a Photograph

Inserting a Photograph

Editing Clip Art

Inserting the Picture

Ungrouping a Picture

Formatting Parts of a Picture

Altering the Position

Grouping the Picture

WordArtError! Bookmark not defined.

Inserting WordArt

Text Effects

Shape Effects

Slide Masters

Formatting the Master

Adding a Logo to all Slides

Slide Numbering

Dates and Times

Notes and Handouts

Viewing the Notes Master

The Notes Master

Handout Master

Changing the Handout Master

Printing

Printing Notes Pages

Printing HandoutsError!

Bookmark not defined.

Printing the Outline

Slide Shows

Running a Slide Show

Keyboard Help

Timing and Transitions

Timing and Speed

Timing and Transition Icons

Preset Animations

Custom Animation

Animating the Title

Animating the Bulleted Text

Animating a Picture

Exiting from PowerPointError!

Bookmark not defined.

What is Publisher?

Starting Publisher

A New Publication

Creating a Calendar

Customization and Options

The Task Pane

Design organisational documents using computer packages



The Publisher Screen

Toolbar Icons

How is a Page Created?

Selecting Objects

Page Views

Zoom Controls

Adding Text

Typing Text

Font Size

Saving a Publication

Clip Art

Accessing Clip Art

Previewing a Clip

Inserting the Picture

Printing

Creating a Flyer

Flyer Options

A Second Text Box

Font Size

Sizing a Text Box

Line Spacing

Paragraph Spacing

The Measurement toolbar

Changing the Title Text

Text Box Exercise

Fill Colour

Borders

Attention Getter Designs

Searching for Clip Art

Moving and Sizing Objects

Moving Pictures

Sizing Picture Frames

A Letterhead

Changing the Contents

Business Cards

Creating a Logo

The Design Gallery

Logo Text

Sizing the Logo

Group and Ungroup

Ungrouping the Object

Removing an Object

Shading

Adding AutoShapes

Sizing the Shape

Grouping Objects

The Content Library

Adding to Content Library

Using an Item from the Content Library

Printing Business Cards

Advanced Print Settings

Small Publication Print Options

Envelopes

Using an Item from the Content Library

Printing an Envelope

Printing an Envelope

Printing an Envelope

Printing an Envelope

Printing an Envelope

Printing an Envelope

Printing an Envelope

Printing an Envelope

Printing an Envelope

Printing an Envelope

A Blank Page

Layout Guides

Inserting an Attention Getter

Changing the Text

Understanding the Object

Using BorderArt

Text Boxes

Typing Text

Rotated Text

Text Colour

Text Shadow

Rotating Text Freely

AutoShapes

Drawing a Shape

Formatting the Shape

Flipping AutoShapes

Object Layering

Tables

Table Layout

Merging Cells

Cell Shading

Font Colour

Adjusting Rows and Columns

A Coupon

Starting the Coupon

Changing the Text

Changing the Headline

Ungrouping the Object

Moving a Line

Removing a Line

Adding BorderArt

Finding Pictures

A Coupon Cutout Border

Copying Text Boxes

Copying a Text Box

A Text Box

Inserting the Clip Art

Hiding Guides

A Newsletter

Guides

Changing Grid Guides

Guide Options

Choosing Guide Options

Snap to Guides

A Newsletter

Inserting the Pictures

Adding the Border

Grouping the Heading

Creating the First Text Box

A Second Text Box

A Third Text Box

Drawing and Formatting the

Text Box

Creating a Custom Border

Text Files

Exporting a Text File

Changing the File Type

Changing the File Type

Changing the File Type

Changing the File Type

Changing the File Type

Changing the File Type

Changing the File Type

Changing the File Type

Locating the Text File

Formatting the Text

Connecting Text Boxes

Text In Overflow

Jumping to Text Boxes

Inserting a Page

Page Navigation

Copying the Banner

Continued Notices

Continued From Notices

Wrapping Text

Frame Wrap

Moving the Picture

Text Wrapping

Inserting the Picture

The Picture Toolbar

Cropping Pictures

Cropping the Picture

Error!

Bookmark not defined.

Editing Wrap Points

Adding WordArt

Text Box Properties

Columns

Irregular Wrap

Text Box Borders

Master Pages

Page Numbers

Formatting Page Numbers

Viewing the Page Numbers

Ignoring a Master Page

Deleting a Page

An Advertisement

Creating the Ad

Ad Text

Tabs

Leader Characters

Final Touches

Layers

Changing Layering

Exercises

Award Certificate

An Invitation Card

Labels – CD/DVD Disk Case

Liner

Origami

Postcard - We've Moved

Labels – Jar/Product

Design Guidelines

Microsoft PowerPoint 2007

Starting PowerPoint

Starting PowerPoint from a

Shortcut

The PowerPoint Screen

The Ribbon

The Microsoft Office Button

The Quick Access Toolbar

A PowerPoint Presentation

Design organisational documents using computer packages



Starting a Presentation

The Title Slide
Typing the Title Text
Typing a Subtitle

Object Rotation
Object Placement

Inserting the Picture
Sizing and Moving the Picture

Changing Font Size
Saving a Presentation

Adding a Slide

Adding the Slide
Typing Bulleted Text

Spacing

Creating a 2 Column Text Slide
Typing the Slide's Content

Text and Clip Art

Inserting Clip Art
Sizing the Picture
Moving the Picture
The Last Slide
Inserting the Picture

Design Themes

Applying a Theme

Printing

The AutoContent Wizard
Your Role in this Presentation

Different Views

Viewing Slides

The Scroll Buttons

Different Views

Normal View
The Outline Tab

Spelling

Different Views

Editing Text in Normal View
Slide Sorter View
Rearranging Slides
Duplicating a Slide
Notes Page View
Typing a Note
Arranging Panes
Slide Previews

Design Themes

Applying a Theme
Slide Shows

Skill Builder

Editing Techniques

Object and Text Editing

Moving and Sizing Objects
Adding a Slide
Adding Text to the Slide
Removing a Bullet

Skill Builder

Paragraph Spacing

Adding Objects

Adding an AutoShape
Typing Text into the Object
Changing the Fill Colour
A Textured Fill

Font Colour

Adjusting Objects

Drawing a Callout
The Adjustment Handle
Adding Other Objects
Adjustment Examples

Skill Builder

Formatting Techniques

Formatting Techniques

Format Painter
Small Caps Text

Object Formatting

Shape Styles
Object Glows
WordArt for Text in Shapes

Exercise

Connecting Lines

Drawing Connecting Lines
Adjusting the Connector
Grouping the Object
Selecting all Objects

Skill Builder

Text Editing

Text Editing

Selecting the Text Object
Choosing a Bullet
Paragraph Spacing
Customised Bullets
Picture Bullets

Indents

The Ruler in detail
Setting Indents
Exercise

Demoting/Promoting Text

Demoting Text

Copying and Pasting Text

Copying Text
Pasting Text
Converting a Paragraph
Promoting/Demoting Text in
Outline View

Normal View

Moving Text Up and Down
Moving Text between Slides
Deleting a Slide
Adding a Slide in the Outline
Pane
Exercise

Clip Art

Accessing Clips
Locating a Picture
Locating a Picture

Picture Tools & Format Tab

Clip Colour
Picture Styles
Picture Shapes & Effects
Cropping a Picture

Searching Clip Art

Results of the Search
Inserting a Photograph
Inserting a Photograph

WordArt

The Adjustment Handle

Slide Shows

Running a Slide Show
Keyboard Help
Timing and Transitions
Timing, Sound and Speed
Timing and Transition Icons

Preset Animations

Custom Animation

Animating the Title
Animating the Bulleted Text
Animating a Picture

Printing

Printing Notes Pages
Printing Handouts
Printing the Outline

Microsoft Publisher 2007

What is Publisher?

Starting Publisher

A New Publication

Creating a Calendar
Customization and Options
The Task Pane

The Publisher Screen

Toolbar Icons

How is a Page Created?

Selecting Objects

Page Views

Zoom Controls

Adding Text

Typing Text

Font Size

Saving a Publication

Clip Art

Accessing Clip Art
Previewing a Clip
Inserting the Picture

Printing

Creating a Flyer

Flyer Options
Adding Text
A Second Text Box

Design organisational documents using computer packages

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Sizing a Text Box
Line Spacing
Paragraph Spacing
The Measurement toolbar
Changing the Title Text
Text Box Exercise
Fill Colour
Borders
Attention Getter Designs
Searching for Clip Art
Moving and Sizing Objects
Moving Pictures
Sizing Picture Frames
A Letterhead
Changing the Contents
Business Cards
Creating a Logo
The Design Gallery
Logo Text
Sizing the Logo
Group and Ungroup
Ungrouping the Object
Removing an Object
Shading
Adding AutoShapes
Sizing the Shape
Grouping Objects
The Content Library
Adding to Content Library
Using an Item from the Content Library
Printing Business Cards
Advanced Print Settings
Small Publication Print Options
Envelopes
Using an Item from the Content Library
Printing an Envelope
Start from Scratch
A Blank Page
Layout Guides
Inserting an Attention Getter
Changing the Text
Understanding the Object
Using BorderArt
Text Boxes
Typing Text
Rotated Text
Text Colour
Text Shadow
Rotating Text Freely
AutoShapes

Drawing a Shape
Formatting the Shape
Flipping AutoShapes
Object Layering

Tables
Table Layout
Merging Cells
Cell Shading
Font Colour
Adjusting Rows and Columns
A Coupon
Starting the Coupon
Changing the Text
Changing the Headline
Ungrouping the Object
Moving a Line
Removing a Line
Adding BorderArt
Finding Pictures
A Coupon Cutout Border
Copying Text Boxes
Copying a Text Box
A Text Box
Inserting the Clip Art
Hiding Guides
A Newsletter
Guides
Changing Grid Guides
Guide Options
Choosing Guide Options
Snap to Guides
A Newsletter
Inserting the Pictures
Adding the Border
Grouping the Heading
Creating the First Text Box
A Second Text Box
A Third Text Box
Drawing and Formatting the Text Box
Creating a Custom Border
Text Files
Exporting a Text File
Changing the File Type
Importing a Text File
Locating the Text File
Formatting the Text
Connecting Text Boxes
Text In Overflow
Jumping to Text Boxes
Inserting a Page
Page Navigation
Copying the Banner
Continued Notices
Continued From Notices
Wrapping Text



Frame Wrap
Moving the Picture
Text Wrapping
Inserting the Picture

The Picture Toolbar
Cropping Pictures
Cropping the Picture
Editing Wrap Points
Adding WordArt
Text Box Properties
Columns
Irregular Wrap
Text Box Borders
Master Pages
Page Numbers
Formatting Page Numbers
Viewing the Page Numbers
Ignoring a Master Page
Deleting a Page
An Advertisement
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Ad Text
Tabs
Leader Characters
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