

Design organisational documents using computer packages

ICAD2012A



Ref No: DDICAD12A

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

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Audience This manual is aimed at people who are studying the Certificate II in Information & Communications Technology ICA20105. It covers the core unit of ICAD2012A Operate a Word Processing Application (Word 2003 Introduction). This manual is a learning resource and is not an assessment tool.

Pre-requisites Basic keyboarding skills.

Course Length In a training environment this manual is suitable for approximately 2 days.

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

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Elements of Competency Microsoft PowerPoint 2003 Starting PowerPoint

Starting PowerPoint from a Shortcut

The PowerPoint Screen

Toolbars

ScreenTips

Displaying and Hiding Toolbars

Manipulating Toolbars

Moving a Toolbar

Sizing a Toolbar

Closing a Toolbar

A PowerPoint Presentation

Starting a Presentation

The Title Slide

Typing the Title Text

Typing a Subtitle

Changing Font Size

Saving a Presentation

Adding a Slide

Adding the Slide

Typing Bulleted Text

Customising the Toolbar

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

Deleting an Object

Inserting the Picture

Design Templates

Applying a Template

Printing Slides

The AutoContent Wizard

Your Role in this Presentation

Different Views

Viewing Slides

The Scroll Buttons

Different Views

Normal View

Normal View with Slides

The Outline Tab

Spelling

Editing Text in Normal View

Slide Sorter View

Rearranging Slides

Duplicating a Slide

Notes Page View

Typing a Note

Arranging Panes

Slide Previews

Design Templates

Applying a Template

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 Color

A Textured Fill

Object Rotation

Object Placement

Font Color

Adjusting Objects

Drawing a Callout

The Adjustment Handle

Adding Other Objects

Adjustment Examples

Skill Builder

Formatting Techniques

Formatting Techniques

Format Painter

Embossed Text

Object Formatting

Object Shadows

Shadow Settings

Changing AutoShapes

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

The Outlining Toolbar

Moving Text between Slides

Deleting a Slide

Adding a Slide in the Outline

Pane

Exercise

Clip Art

Accessing Clips

Locating a Picture

Inserting the Picture

Sizing and Moving the Picture

The Picture Toolbar

Clip Color

Cropping a Picture

Picture Borders

More Lines

Searching Clip Art

Results of the Search

Washout

Inserting a Photograph

Inserting a Photograph

WordArt

The WordArt Gallery

Editing the Text

The WordArt Toolbar

The Adjustment Handle

Slide Shows

Running a Slide Show

Keyboard Help

Timing and Transitions

Timings 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 2003

What is Publisher?

Starting Publisher

A New Publication

Publications for Print

Calendar Options

The Publisher Screen

Toolbar Icons

How is a Page Created?

Selecting Objects

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Page Views

Zoom Controls

Adding Text

Typing Text

Font Size

Saving a Publication

The Places Bar

Clip Art

Accessing Clip Art

Previewing a Clip

Inserting the Picture

Printing

Creating a Flyer

Flyer Options

Adding Text

A Second Text Box

Formatting Text

Sizing a Text Box

Line Spacing

Paragraph Spacing

The Measurement toolbar

Changing the Title Text

Text Box Exercise

Fill Color

Borders

Attention Getter Designs

Searching for Clip Art

Mouse Pointers

Helpful Pointers

Moving and Sizing Objects

Moving Pictures

Sizing Picture Frames

A Letterhead

Changing the Contents

Business Cards

Creating a Logo

The Logo Creation Wizard

Logo Text

Sizing the Logo

Group and Ungroup

Ungrouping the Object

Removing an Object

Shading

Adding AutoShapes

Sizing the Shape

Grouping Objects

Copying a Logo

Printing Business Cards

Advanced Print Settings

Small Publication Print Options

Envelopes

Printing an Envelope

Start from Scratch

An Attention Getter

Page Setup

Layout Guides

Inserting an Attention Getter

Changing the Text

Understanding the Object

Using BorderArt

Text Boxes

Typing Text

Rotated Text

Text Color

Text Shadow

Rotating Text Freely

AutoShapes

Drawing a Shape

Formatting the Shape

Flipping AutoShapes

Object Layering

Tables

Table Layout

Merging Cells

Cell Shading

Font Color

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 ClipArt

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 Location

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

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