

Operate Computing Packages (Word, Excel, Access 2007 Introduction)



ICAU2006B

Ref No: DDICAU067

Elements of Competency

Use appropriate software

- Select software appropriate to perform activity
- Use software to produce required outcome using a range of features related to the activities
- Save documents in appropriate directories/folders

Access, retrieve and manipulate data

- Select and access files
- Amend and save files according to requirements
- Produce documents and files that meet organisational needs
- Save files in appropriate directories/folders
- Exit software correctly without loss of data

Access and use help functions within each applications

- Identify the help resources available for basic difficulties with the software
- Access user help documentation and other resources for basic difficulties with the software

Use keyboard and equipment

- Follow OH&S standards and regulations to avoid injury or illness
- Use wrist rests and document holders where appropriate
- Use monitor anti-glare and radiation reduction screens where appropriate
- Ensure user equipment is maintained and free from defects that could cause injury

Number of Pages 516

Audience This manual is aimed at people who are studying the Certificate II in Information & Communications Technology ICA20105. It covers the core unit of ICAU2006B Operate Computing Packages (Word, Excel, Access 2007 Introduction). This manual is a learning resource and is not an assessment tool. An Assessment Tool & Marking Guide is available for this manual separately.

Prerequisites It is assumed that participants using this manual have a basic knowledge of the use of a mouse and keyboard.

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

Course Structure The course contains instructor lead exercises as well as examples completed at the students' own pace. A course disk contains the necessary files to complete the manual. .

Operate Computing Packages (Word, Excel, Access 2007 Introduction)



ICAU2006B

Microsoft Word 2007

Starting Word

The Screen

The Ribbon

The Office Button

The Quick Access Toolbar

Opening a Document

Moving Around

Mouse Techniques

Keyboard Techniques

Go To

Creating a Letter

Click and Type

Inserting a Date

Typing the Letter

Saving a Document

Editing Practice

Spelling and Grammar

Spelling Options

Deleting a Word

Grammar

Correcting as you Type

Checking the whole document

Printing a Document

Print Preview

Zoom

The Zoom Icons

Printing

Printing Multiple Pages on One Page

Formatting Text

Selecting Text

Character Formatting

The Font Group Buttons

Font Dialog Box Launcher

The Mini Toolbar

Scaling Characters

Character Spacing and Kerning

Changing Case

Correcting Text as you Type

Formatting Exercise

Paragraph Formats

Paragraph Alignments

Indents

Using the Ruler for Indents

Numbered Lists

Numbering Type

Customising a Numbered List

Numbering Spacing

Bullets

Bullet Style

Using a Picture Bullet

Bullet Spacing

Paragraph Formatting Exercise

Borders and Shading

Applying Borders

Customising Borders

Removing a Border

Applying Shading

Text Borders

Page Borders

Paragraph Spacing

Keyboard Shortcuts

Copying and Moving Text

Copying Text

Moving Text

Dragging Text

Exercise – Copying and Moving

Tables

Inserting a Table

The Table Button

Centring the Heading

Formulas

The 2007 Help Feature

Printing a Topic

Other Help Places

Document Formatting

Margins

Landscape Printing

Page Breaks

Headers and Footers

Typing a Header

Header Icons

Typing a Footer

Page Numbering

Using Fields in the Footer

Inserting the Filename

Using Views

Draft View

Print Layout View

Outline View

Reading Layout View

Zoom Control

Zoom Group

Drop Cap

Margin Drop Caps

Merge Documents

Example - the Main Document

Operate Computing Packages (Word, Excel, Access 2007 Introduction)



ICAU2006B

Starting the Merge
Field Names
New Address List
Typing the Main Document
Previewing the Letters
Performing the Merge
Exercise - Mail Merge

Pictures

Inserting a Picture
Previewing a Clip
Inserting the Picture
Moving the Picture

Revision One

Revision Two

Character Quick Keys
Paragraph Quick Keys
Inserting Breaks
Other Handy Keys

Microsoft Excel 2007

Starting Excel

The Excel Screen

Moving around a Sheet

Displaying other Areas
Mouse Movements

Selecting Cells

Inserting Text and Numbers

Typing Text
Adjusting Column Widths
Typing Numbers

Saving a Workbook

File Properties

Opening a Workbook

Printing

Alignments and Indents

Indenting
Center
Merge and Center

Calculations

BODMAS
AutoSum
Filling the Formula
Formulas
Cell Editing

Revision Exercise

Multiple Worksheets

Copying Sheet Contents
Data Entry Ranges
Calculating across Worksheets
Linking Formulas

Copying Formulas

Functions

Function Syntax
The AVERAGE Function
The MAX Function
The MIN Function
The IF Function
AutoCalculate

Revision Exercise

Creating a Worksheet

Formatting

Fonts and Font Size
Number Formatting
Formatting a Group of Sheets
Borders
Format Painter
Cell Shading
Font Color
Inserting Images

Proofing

Spelling
AutoCorrect
Find and Replace
Comments

Sorting

Working with Worksheets

Renaming Sheets
Inserting a Sheet
Deleting Sheets

Editing a Worksheet

Print Preview

Page Break Preview
Previewing the Workbook
Zoom
Margins and Column Widths
Column Widths in Print Preview
Page Layout View

Page Setup

Orientation
Scaling
Margin Settings
Headers and Footers
Custom Headers and Footers

Page Breaks and Print Areas

Inserting a Page Break
Removing a Page Break
Setting a Print Area
Removing a Print Area

Printing

Charts

Creating a Chart
Changing the Chart Type

Operate Computing Packages (Word, Excel, Access 2007 Introduction)



ICAU2006B

The Legend
Previewing a Chart
Printing only the Chart
Separate Chart Sheets
The Chart Sheet
Printing Separate Chart Sheets

Microsoft Access 2007

Introduction

Overview of Access
Components of a Database
Database Wizards/Templates

Getting Started

Starting Access
A Quick Database Tour
Getting Started with Microsoft Access
The My Places Bar
Ribbon

Contextual Command Tabs
Office Button
Quick Access Toolbar
Galleries
Navigation Pane
Mini Toolbar
Tabbed documents
ScreenTips

Creating a New Database

Defining Tables
Field Names and Keys
Creating a Table
Table Template
Creating a Second Table
Field Names
Creating a Table from Scratch
Data Types
Choosing a Data Type
Description Field
Adding Additional Fields
Primary Keys
Creating Tables – a Summary
Copying a Table
Renaming a Table
Deleting a Table
Modifying the Table Structure
Renaming a Field
Moving and Copying Fields
Deleting a Field
Inserting a Field
Things to Watch Out For!

Exercise

Adding Records

Using Datasheet View
Navigating in a Datasheet
Navigation Buttons
Selecting Records and Fields
Selecting Records and Fields
Shortcuts

Datasheet Format

Text Font and Size
Font Formatting
Colours
Gridlines
The Format, Datasheet dialog box
Row Height
Column Widths
Hiding a Column
Freezing Columns
Switching Views
Moving Columns
Adding and Deleting Fields
Finding Text
Replacing Text

Filtering Records

Auto Filter
Sorting Data
Multiple Sort Columns

Exercise

Table Relationships

Creating a Lookup
Defining Relationships
Adding a Relationship
Join Type
Join Properties
Creating a Value List

Exercise

Using the Database
An Existing Database
Viewing Relationships

Printing Relationships

Subdatasheets

Expanding a subdatasheet
Collapsing a subdatasheet
Nested subdatasheets

Querying a Table

Creating a Query
Using a Query Wizard
Customising a Query
Sorting Records
Sorting in Descending Order
Removing a Sort Order

A Second Query

Customising the Query Results

Operate Computing Packages (Word, Excel, Access 2007 Introduction)



ICAU2006B

Exercises for Office Workers

Adding a Field

Saving a Query

Queries from Scratch

Adding a Table to a Query

Adding Fields

Saving the Query

Modifying a Query

Exercise

Summary Queries

Summary Options

The Show Field

Calculations in a Query

Typing an Expression

Query Criteria

Typing Criteria

Criteria Exercises

“OR” Criteria

“AND” Criteria

Reports

AutoReports

Previewing the Report

Viewing Multiple Pages

Using a Report Wizard

Choosing the Report Fields

Grouping Levels

Sort Order

Report Layout

The Finished Report

Editing the Report Design

Previewing a Report

Distribute a Report

Forms

AutoForm

Using Form View

Using a Form Wizard

Selecting the Fields

The Completed Form

Adding a New Record

Editing the Form

Exercises

Occupational Health & Safety

Following OH&S Standards

Carrying equipment or goods safely

Office Workstations

The Office Environment

Chairs

Setting the Correct Seat Height

Lighting and Posture