

# Operate Computing Packages (Word, Excel, Access 2003 Introduction)



ICAU2006B

Ref No: DDICAU06A

## 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

397

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 2003 Introduction). This manual is a learning resource and is not an assessment tool.

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.

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## ICAU2006B

### Word

#### **Starting Word**

#### **The Screen**

#### **Opening a Document**

#### **Moving Around**

#### Mouse Techniques

#### **Creating a Letter**

#### 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 a whole document

#### **Printing a Document**

#### Print Preview

#### Zoom

#### Printing

#### **Formatting Text**

#### Selecting Text

#### Character Formatting

#### Format, Font

#### Changing Case

#### Correcting Text as you Type

#### Formatting Exercise

#### **Paragraph Formats**

#### Alignments

#### Indents

#### Using the Ruler for Indents

#### Numbered Lists

#### Numbering Type

#### Bullets

#### Bullet Type

#### Paragraph Formatting Exercise

#### **Borders**

#### The Tables and Borders Toolbar

#### **Shading**

#### **Paragraph Spacing**

#### **Copying and Moving Text**

#### Copying Text

#### Moving Text

#### Dragging Text

#### Exercises – Copying and Moving

#### **Tables**

#### Inserting a Table

#### The Table icon

#### The Completed Table

#### Centering the Heading

#### Formulas

#### **The Office Assistant**

#### Asking a Question

#### Displaying Topics

#### Printing a Topic

#### Other Search Places

#### Assistant Options

#### **Document Formatting**

#### Margins

#### Landscape Printing

#### Page Breaks

#### **Headers and Footers**

#### Typing a Header

#### Header Icons

#### Typing a Footer

#### Page Numbering

#### Using AutoText in the Footer

#### Inserting the Filename

#### **Using Views**

#### Print Layout View

#### Outline View

#### Reading Layout View

#### Zoom Control

#### **Drop Caps**

#### Margin Drop Caps

#### **Merge Documents**

#### Example - the Main Document

#### 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**

#### **Appendix**

#### Character Quick Keys

#### Paragraph Quick Keys

#### Inserting Breaks

#### Other Handy Keys

### Excel

#### **Starting Excel**

#### **The Excel Screen**

#### **Moving around the Sheet**

#### Displaying other Areas

#### Mouse Movements

#### Viewing other Sheets

#### **Inserting Text and Numbers**

#### Typing the Text

#### **Column Widths**

#### Changing Column Widths

#### Changing Multiple Columns

#### AutoFit the Selection

# Operate Computing Packages (Word, Excel, Access 2003 Introduction)



## ICAU2006B

Typing Numbers

### **Saving a Workbook**

The Places Bar

### **Alignments and Indents**

Indenting

Merge and Center

### **Printing**

### **Calculations**

AutoSum

Filling the Formula

Formulas

Cell Editing

### **Exercise – Creating a Worksheet**

#### **A Budget**

Remaining Calculations

Formula Summary

#### **Multiple Worksheets**

Using the Taskbar

Arranging Windows

#### **A Second Worksheet**

Copying Text

Using an Entry Range

#### **Calculating across Worksheets**

Creating the Difference Worksheet

Selecting Multiple Ranges

Calculating the Difference in Data

Filling Formulas

Completing the Third Worksheet

#### **Functions**

Function Syntax

The Average Function

The Max Function

The MIN Function

#### **Editing Sheet Tabs**

Changing a Sheet Name

Inserting a Sheet

Deleting Unwanted Sheets

#### **Formatting**

Fonts and Fonts Sizes

Fonts

Using Format, Cells

#### **Number Formatting**

Formatting a Group of Sheets

Ungrouping Sheets

#### **Number Formatting**

Conditional Formatting

Setting the Format

#### **Borders**

#### **Pasting Formats**

Cell Shading

Font Color

Formatting Exercise

#### **Further Calculations**

Collect and Paste

Pasting all Items

#### **AutoFilling Dates**

Completing the *Occupancy Sheet*

### **Complex Calculations**

Building Formula across Sheets

Cell Addressing

Creating the Formula across Sheets

Filling the Formula

Absolute Addressing

### **Function Revision**

The Average Function

The Max Function

The MIN Function

### **Spelling**

Spelling Exercise

### **Print Preview**

Page Break Preview

Adjusting the Page Breaks

Previewing the Workbook

Zoom

Margins and Column Widths

Column Widths in Print Preview

### **Page Setup**

Orientation

Scaling

The Margins Tab

### **Headers and Footers**

Built-In Headers and Footers

Custom Headers and Footers

Header Icons

Custom Footers

Sheet Options

### **Page Breaks and Print Areas**

Inserting a Page Break

Setting a Print Area

### **Printing**

#### **Charting**

The Chart Wizard

Step 1 - The Chart Type

Step 2 - Chart Source Data

Step 3 - Chart Options

Step 4 - Chart Location

#### **Chart Areas**

Sizing and Moving a Chart

The Chart Toolbar

Changing the Chart Type

The Legend

Gridlines

Removing an Axis

#### **Formatting the Chart**

Formatting Chart Columns

Data Labels

Deleting a Data Table

Previewing the Chart and Data

#### **Separate Chart Sheets**

Colored Sheet Tabs

Chart Titles

Formatting Chart Titles

Printing Separate Chart Sheets

#### **Revision Exercise**

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## **ICAU2006B**

### **Columns and Rows**

Inserting a Column  
Updating the Chart  
Deleting a Column  
Deleting a Row  
Inserting a Row  
Updating the Chart  
Moving Columns

### **Access**

#### **Starting Access**

#### **Building a Database**

#### **Creating a New Database**

The Database Window

#### **Defining Tables**

Field Names and Keys  
Creating a Table

#### **The Table Wizard**

Creating a Second Table  
Field Names  
Creating a Table from Scratch  
Data Types  
Choosing a Data Type  
The Field Builder  
Primary Keys  
Saving and Naming the Table  
Creating Tables – a Summary  
Modifying the Table Structure  
Renaming a Field  
Moving and Copying Fields  
Deleting a Field  
Inserting a Field

#### **Exercise**

#### **Working with Data**

#### **Adding Records**

Using Datasheet View  
Navigating in a Datasheet  
Navigation Buttons  
Shortcuts

#### **Datasheet Format**

Text Font and Size  
Font Formatting  
Colours  
Gridlines  
Special Effects  
The Format, Datasheet dialog box  
Row Height  
Column Widths  
Hiding a Column  
Freezing Columns  
Switching Views

#### **Working with Records**

Selecting Records and Fields  
Moving Columns  
Adding and Deleting Fields

#### **Find and Replace**

Finding Text  
Replacing Text

#### **Filtering Records**

Filter by Selection

Filter by Form

Sorting Data

Multiple Sort Columns

#### **Exercise**

#### **Relational Databases**

#### **Table Relationships**

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

#### **Exercise**

Using the Database

#### **Extracting Information**

#### **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  
Adding a Field  
Saving a Query

#### **Queries from Scratch**

Adding a Table to a Query  
Adding Fields  
Saving the Query  
Modifying a Query  
Exercise

#### **Reports**

AutoReports  
Previewing the Report  
Using a Report Wizard  
Choosing the Report Fields  
Grouping Levels  
Sort Order  
Report Layout  
The Finished Report  
Editing the Report Design  
Previewing a Report  
Report Page Numbers  
Date and Time in Reports  
Formatting the Header and Footer

#### **Forms**

AutoForm  
Using Form View  
Using a Form Wizard  
Selecting the Fields  
The Completed Form  
Adding a New Record  
Moving Fields  
Nudging Fields  
Sizing a Field

#### **Modifying the Toolbar**

#### **Exercises**