

Operate Computing Packages (Word, Excel, Access 2002 Introduction)



ICAU2006A

Ref No: DDICAU06X

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 ICAU2006A Operate Computing Packages (Word, Excel, Access 2002 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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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

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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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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