

Integrate Commercial Computing Packages (2003)



ICAU2013B

Ref No: DDICAU13A

Elements of Competency

Determine work requirements

- Identify the requirements of the task
- Select appropriate software and file formats

Produce required data/documents to new format

- Create a mailing list using a database, spreadsheet or address book, and merge mailing list with another document
- Use a conversion tool of a software application package to convert data from one format to another to enable additional work on the converted data
- Save data to a new file format
- Import objects from another software application package and modify as required to produce a required outcome
- Export data to another software application package to produce a required outcome
- Create a link between one software application package and another, and use this to update information to a document

Save and retrieve data with the aid of help functions

- Save data to disk
- Convert data to a new file format
- Re-access data and check information
- Obtain organisational documentation, such as procedures, manuals and guides and use when appropriate
- Save data to disk
- Access user help documentation or other resources for basic difficulties with software application package

Number of Pages 112

Audience This manual is aimed at people who are studying the Certificate II in Information & Communications Technology ICA20105. It covers the core unit of ICAU2013B Integrate Commercial Computing Packages (2003). 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 course is suitable for approximately Two 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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Using Access with Excel and Word

Overview of Integration

Ways to share information

Importing Spreadsheet data into Access

The Import Spreadsheet Wizard

Exercise – Importing Data

Lookup Fields

Creating the Lookup Field

Row Source

Lookup Lists

Editing a Value List

The Relationships Window

Relationships Revision

OfficeLinks

Using Merge It with Microsoft Office Word

Inserting the Merge Fields

Mailing Labels

Label Type

Label Fields

Analyse with Excel

Mail Merge for Office Products

Mail Merge in Word

Mail Merge in Outlook

Using Excel with Word

Editing the Worksheet

Linking

Linking

Establishing the Link

Testing the Link

Pasting as Text with a Link

Pasting as an Object with a Link

Other Paste Special Options

Using Hyperlinks

Using Excel and External Data

Importing Data

Why Import data?

Data Type Examples

Importing Delimited ASCII

The Text Import Wizard

Importing Space Delimited Files

Skipping a Column

Exporting Data

Choosing a Specific Format

Publishing to the Web

Previewing the Web Page

Publishing a Workbook

Adding a Page Title

Publishing Worksheet Items

Interacting with the Chart

Word and PowerPoint

Demoting / Promoting Text

The Outlining Toolbar

Demoting Text

Copying and Pasting Text

Converting a Paragraph

Promoting/Demoting Text in Outline View

Slides View

Moving Paragraphs Up and Down

Moving Text between Slides

Deleting a Slide`

Exercise

Copying from PowerPoint to Word

Determine and Use Help

The Office Assistant

Using the Microsoft Word Help Task Pane

Using the Type a question for help Box

Exercise

Dialog Box Help

Help on the Web

Support/Help Desk – Exercise One

Support/Help Desk – Exercise Two

Access Help Manuals – Exercise Three