

Ref No: DDICAU30A

Elements of Competency

Create spreadsheets

- Open spreadsheet application and create/open spreadsheet file and enter numbers, text and symbols into cells according to information requirements
- Enter simple formulas using cell referencing where required
- Correct formulas when error messages occur
- Use a range of common *tools* during spreadsheet development
- *Edit* columns and rows within the spreadsheet
- Use the autofill function to increment *data* where required
- Save spreadsheet to correct directory or folder

Customise basic settings

- Adjust page layout to meet user requirements or special needs
- Open and view different toolbars
- Change font settings so they are appropriate for the purpose of the document
- Change alignment options and line spacing according to spreadsheet formatting features
- Format cell to display different styles as required
- Modify margin sizes to suit the purpose of the spreadsheets
- View multiple spreadsheets concurrently

Format spreadsheet

- Use formatting features as required
- Copy selected formatting features from another cell in the spreadsheet or from another active spreadsheet
- Use formatting tools as required within the spreadsheet
- Align information in a selected cell as required
- Insert headers and footers using formatting features
- Save spreadsheet in another format
- Save and close spreadsheet to disk

Incorporate object and chart in spreadsheet

- Import an object into an active spreadsheet
- Manipulate imported object by using formatting features

Operate a Spreadsheet Application

Microsoft Excel 2003
ICAU1130B



- Create a chart using selected data in the spreadsheet
- Display selected data in a different chart
- Modify chart using formatting features

Print spreadsheet

- Preview spreadsheet in print preview mode
- Select basic printer options
- Print spreadsheet or selected part of spreadsheet
- Submit the spreadsheet to the appropriate person for approval or feedback

Number of Pages 186

Audience This manual is aimed at people who are studying the Certificate I in Information & Communications Technology ICA10105. It covers the elective unit of ICAU1130B Operate a Spreadsheet application (Excel 2003 Introduction). This manual is a learning resource and is not an assessment tool.

Prerequisites Basic Computer skills. Knowledge of Excel is not necessary.

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.

Operate a Spreadsheet Application

Microsoft Excel 2003

ICAU1130B



Elements of Competency

Introduction

Starting Excel

The Excel Screen

Moving around the Sheet

Displaying other Areas

Mouse Movements

Viewing other Sheets

Personalised Menus

Menu Elements

Changing Menu Options

Menu Animations

Closing a Workbook

Dialog Boxes

Toolbars

ScreenTips

Displaying and Hiding Toolbars

Inserting Text and Numbers

Typing the Text

Column Widths

Changing Column Widths

Changing Multiple Columns

AutoFit the Selection

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

Manipulating Toolbars

Moving a Toolbar

Sizing a Toolbar

Closing a Toolbar

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

Creating a Summary Report

Inserting a Fourth Sheet

Creating the First Link

Changing Source Data

Recording Changes

Wrapping Text

The IF Function

AutoFill

Filling Dates

Filling Week Endings

Operate a Spreadsheet Application

Microsoft Excel 2003

ICAU1130B



Filling Text
Custom Lists
Using the Custom List
Filling Numbers
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
An Invoice Exercise
Planning the Worksheet
Creating the Invoice Data
Completing the Total Column
The MONTH Function
Lists
List Overview
Extended Formatting and Formulas
Adding New Data to a List
AutoComplete
Sorting Data in a List
Sorting on Two Fields
Data Forms
Adding Records
Deleting a Record
Filtering Records
AutoFilter
Previewing/Printing Filtered Records
Totalling a Filtered List
Filtering Exercise
Using Blanks and NonBlanks
Filtering on Two Fields
Exercise - Filtering on two Fields
Custom Filters
Specifying a Custom Filter
Removing the AutoFilter
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
Columns and Rows
Inserting a Column
Updating the Chart
Deleting a Column
Deleting a Row
Inserting a Row
Updating the Chart
Moving Columns
Publishing to the Web
Previewing the Web page
Publishing a Workbook
Adding a Page Title
Publishing Worksheet Items
Interacting with the Chart

Operate a Database Application (Access 2003)

ICAU1131B



Ref No: DDICAU31A

Elements of Competency

Create database

- Open a database application and design a two-table simple relational database incorporating basic design principles
- Develop a table with fields and attributes according to database usage, as well as user requirements
- Create a primary key and establish an index for each table
- Modify table layout and field attributes as required
- Create a relationship between the two tables
- Add and modify data in a table according to information requirements
- Add and delete records as required
- Save and close down database to disk

Customise basic settings

- Adjust page layout to meet user requirements
- Open and view different toolbars
- Format font as appropriate for the purpose of the database entries

Create reports

- Design reports to present data in a logical sequence
- Modify reports to include/exclude additional requirements
- Distribute reports to appropriate person in a suitable format

Create forms

- Use a wizard to create a simple form
- Open existing database and modify records through a simple form
- Rearrange objects within the form to accommodate information requirements

Retrieve information

- Access existing database and locate required records
- Create simple query and retrieve required information
- Develop query with multiple criteria and retrieve required information
- Select data and display appropriately

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Audience This manual is aimed at people who are studying the Certificate I in Information & Communications Technology ICA10105. It covers the elective unit of ICAU1131B Operate a Database Application (Access 2003 Introduction). This manual is a learning resource and is not an assessment tool.

Prerequisites Basic Computer skills. Knowledge of Access is not necessary.

Course Length In a training environment this manual 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.

Operate a Database Application (Access 2003)



ICAU1131B

Elements of Competency

Introduction

Overview of Access
Components of a Database
Database Wizards

Getting Started

Starting Access

A Quick Database Tour

The Task Pane
The Places Bar
Database Content

The Access Screen

Menus

Menu Elements
Changing Menu Options
Standard menu settings
Resetting Menus
Menu Animations

Toolbars

ScreenTips
Displaying and Hiding Toolbars

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

Working with Tables

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

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

An Existing Database

Viewing Relationships

Printing Relationships

Subdatasheets

Expanding a subdatasheet
Collapsing a subdatasheet
Nested subdatasheets

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

Operate a Database Application (Access 2003)



ICAU1131B

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

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

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

Inserting a Graphic

Moving Fields

Nudging Fields

Sizing a Field

Modifying the Toolbar

Exercises

OfficeLinks

Starting Merge It

The Mail Merge Wizard

Inserting the Merge Fields

Mailing Labels

Label Type

Label Fields

Operate a Presentation Package

PowerPoint 2003
ICAU1132B



A Two-Day Guide

Ref No: DDICAU32A

Elements of Competency

Create presentations

- Open a presentation package application and create a simple design for a presentation according to organisational requirements
- Open a blank presentation and add text and graphics
- Apply existing styles within a presentation
- Use presentation template and slides to create a presentation
- Use various tools to improve the look of the presentation
- Save presentation to correct directory

Customise basic settings

- Adjust display to meet user requirements
- Open and view different toolbars to view options
- Ensure font settings are appropriate for the purpose of the presentation
- View multiple slides at once

Format presentation

- Use and incorporate organisational charts, bulleted lists and modify as required
- Add objects and manipulate to meet presentation purposes
- Import objects and modify for presentation purposes
- Modify slide layout, including text and colours to meet presentation requirements
- Use formatting tools as required within the presentation
- Duplicate slides within and/or across a presentation
- Reorder the sequence of slides and/or delete slides for presentation purposes
- Save presentation in another format
- Save and close presentation to disk

Add slide show effects

- Incorporate preset animation and multimedia effects into presentation as required to enhance the presentation
- Add slide transition effects to presentation to ensure smooth progression through the presentation
- Test presentation for overall impact
- Use onscreen navigation tools to start and stop slide show or move between different slides as required

Print presentation and notes

- Select appropriate print format for presentation
- Select preferred slide orientation
- Add notes and slide numbers
- Preview slides and spell check before presentation
- Print the selected slides and submit presentation to appropriate person for feedback

Operate a Presentation Package

PowerPoint 2003
ICAU1132B



A Two-Day Guide

Number of Pages	237
Audience	This manual is aimed at people who are studying the Certificate I in Information & Communications Technology ICA10105. It covers the elective unit of ICAU1132B Operate a Presentation Package (PowerPoint 2003). This manual is a learning resource and is not an assessment tool.
Prerequisites	Basic Computer skills. Knowledge of PowerPoint is not necessary.
Course Length	In a training environment this manual is suitable for approximately Two days.
Course Structure	The course contains instructor lead exercises as well as examples completed at the students' own pace.

Operate a Presentation Package

PowerPoint 2003
ICAU1132B



A Two-Day Guide

Elements of Competency

Starting PowerPoint

Starting PowerPoint from a Shortcut

Starting a Presentation

The Title Slide

Typing the Title Text

Typing a Subtitle

Changing Font Size

Increasing the 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

The AutoContent Wizard

Your role in this presentation

The PowerPoint Screen

Toolbars

ScreenTips

Displaying and Hiding Toolbars

Manipulating Toolbars

Moving a Toolbar

Sizing a Toolbar

Closing a Toolbar

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

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

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

Selecting the Text Object

Choosing a Bullet

Paragraph Spacing

Customised Bullets

Picture Bullets

Indents

The Ruler in detail

Setting Indents

Exercise

Operate a Presentation Package

PowerPoint 2003
ICAU1132B



A Two-Day Guide

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

Find and Replace

Modifying the Toolbar

Saving a Presentation as a Web Page

Inserting Charts

Inserting the Chart

The Datasheet

Deleting Columns and Rows

Changing Column Widths

Changing the Chart Type

Sizing the Chart

Sizing the Legend

Deleting an Axis

Rotating a Chart

A Data Table

Formatting the Chart

Returning to PowerPoint

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

Washout

Inserting a Photograph

Inserting a Photograph

Editing Clip Art

Inserting the Picture

Ungrouping a Picture

Formatting Parts of a Picture

Altering the Position

Grouping the Picture

Organization Charts

Starting the Organization Chart

Typing the Text

Adding Subordinates

Adding a Co-worker

Adding an Assistant

Styles

Box Formatting

Box Shadows

Colors

Line Formatting

Sizing the Organization Chart

Media Clips

Inserting the Media Clip

Viewing the Media Clip

Exercise

Tables

Inserting a Table

The Completed Table

Merging Cells

Adding a Row

Vertical Alignment

Using the Table Icon

Inserting the Table

Formatting the Table

Changing Column Widths

Changing Row Height

Inserting a Column

Inserting a Row

Deleting a Row

Deleting a Column

Table Borders

Drawing a Table

Using the Eraser

WordArt

The WordArt Gallery

Editing the Text

The WordArt Toolbar

The Adjustment Handle

Slide Masters

Adding Objects to the Master

Adding a Logo to all Slides

Formatting the Object Area

Slide Numbering

Dates and Times

Slide Number Text

The Title Master

Notes and Handouts

Viewing the Notes Master

The Notes Master

Handouts

Changing the Handout Master

Printing

Printing Notes Pages

Printing Handouts

Printing the Outline

Slide Shows

Running a Slide Show

Keyboard Help

Timing and Transitions

Operate a Presentation Package

PowerPoint 2003
ICAU1132B



A Two-Day Guide

Timings and Speed
Timing and Transition Icons
Preset Animations
Custom Animation
Animating the Title
Animating the Bulleted Text
Animating a Picture
Animating a Chart
Setting Up a Show
Annotating Slides
Annotating the Slide
Ink Colour
Black Screen
Speaker Notes
Displaying Speaker Notes
Viewing the Notes Pages
Package for CD
Copy to Folder
Copy to CD
Presentation One
Slide One
Slide Two
Slide Three
Slide Four
Slide Five
Slide Six
Presentation Two
Slide One
Slide Two
Slide Three
Slide Four
Slide Five