

Ref No: DDICAU307

**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
- 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

Operate a Spreadsheet Application

Microsoft Excel 2007
ICAU1130B



- 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 238

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 2007 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 2007
ICAU1130B



Introduction

Course Objectives

Starting Excel

The Excel Screen

The Ribbon

The Office Button

Moving around a Sheet

Displaying other Areas

Mouse Movements

Viewing other Sheets

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

Revision Exercise

Creating Formulas

Multiple Worksheets

Copying Sheet Contents

Data Entry Ranges

Calculating across Worksheets

Linking Formulas

Copying Formulas

Absolute Cell Referencing

Functions

Function Syntax

The AVERAGE Function

The MAX Function

The MIN Function

The IF Function

Financial Functions

Date Functions

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

Range Names

Defining Range Names

Names in Formulas

Navigating with Names

Using Named Constants

Documenting Range Names

Conditional Formatting

AutoFill

Filling Dates

Filling Text

Custom Lists

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

Operate a Spreadsheet Application

Microsoft Excel 2007
ICAU1130B



Removing a Print Area

Printing

Tables

Extended Formatting and Formulas

Adding Records

Sorting Data

Using a Data Form

Filtering Records

Custom Filters

Subtotals

Outline Symbols

Using other Functions

Using Page Breaks

Removing Subtotals

Outlining

Hiding Detail

Grouping Rows

Charts

Creating a Chart

Changing the Chart Type

The Legend

Gridlines

Formatting Charts

Previewing a Chart

Separate Chart Sheets

Coloured Sheet Tabs

Printing Separate Chart Sheets

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Operate a Database Application (Access 2007)



ICAU1131B

Ref No: DDICAU317

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

Number of Pages

221

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 2007 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 2007)



ICAU1131B

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

Building a Database

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

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
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

Find and Replace

Finding Text

Replacing Text

Filtering Records

Auto Filter

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

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

Operate a Database Application (Access 2007)



ICAU1131B

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

Office Links

Starting Merge It

The Mail Merge Wizard

Inserting the Merge Fields

Mailing Labels

Label Type

Label Fields

Error! Bookmark not defined.

Operate a Presentation Package

PowerPoint 2007
ICAU1132B



Ref No: DDICAU327

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 2007
ICAU1132B



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|-------------------------|---|
| Number of Pages | 266 |
| 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 2007). 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 2007
ICAU1132B



Starting PowerPoint

The PowerPoint Screen

The Ribbon

The Office Button

The Quick Access Toolbar

Starting a Presentation

The Title Slide

Typing the Title Text

Typing a Subtitle

Changing Font Size

Increasing Font Size

Saving a Presentation

Adding a Slide

Adding a Slide

Bulleted Text

Line Spacing

Creating a Two Content Slide

Typing the Slide's Content

Text and Clip Art

Inserting Clip Art

Sizing the Picture

Moving the Picture

Title and Content Layout

Inserting the Picture

Design Themes

Applying a Theme

Printing

Viewing Slides

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The Slides Tab

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Editing Text in Normal View

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Typing a Note

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Slide Previews

Spelling

Design Themes

Applying a Theme

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Moving and Sizing Objects

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Skill Builder

Paragraph Spacing

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Changing Column Widths

Changing the Chart Type

Sizing the Chart

Switching Column/Row Axis

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Formatting the Chart

Chart Styles

Editing Chart Data

Clip Art

Accessing Clips

Locating a Picture

Inserting the Picture

Sizing and Moving the Picture

Picture Tools

Clip Colour

Picture Styles

Picture Effects

Cropping a Picture

Picture Borders

Clip Art Revision

Results of the Search

Washout

Send to Back

Inserting a Photograph

Inserting a Photograph

Editing Clip Art

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Formatting Parts of a Picture

Altering the Position

Grouping the Picture

Organization Charts

Starting the Organization Chart

Typing the Text

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Adding Subordinates

Adding a Co-worker

Chart Layouts

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SmartArt Colour

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Drawing a Table

Using the Eraser

WordArt

Inserting WordArt

Text Effects

Shape Effects

Slide Masters

Formatting the Master

Adding a Logo to all Slides

Slide Numberin

Operate a Presentation Package

PowerPoint 2007
ICAU1132B



Typing Text into the Object
Changing Fill Colour
A Textured Fill
Object Rotation
Object Placement
Font Colour
Adjusting Objects
Drawing a Callout
The Adjustment Handle
Adding Other Objects
Adjustment Examples
Skill Builder
Formatting Techniques
Format Painter
Small Caps Text
Object Formatting
Shape Styles
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Changing a Shape
Connecting Lines
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Skill Builder
Text Editing
Selecting the Text Object
Bullet Size
Paragraph Spacing
Customised Bullets
Picture Bullets
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Demoting Text
Copying and Pasting Text
Copying Text
Pasting Text
Converting a Paragraph
Demoting Text
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Adding a Slide in the Outline Pane
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Replacing Text
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Inserting the Media Clip
Viewing the Media Clip
Exercise
Tables
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The Completed Table
Merging Cells

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Notes and Handouts
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The Notes Master
Handout Master
Changing the Handout Master
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Printing Notes Pages
Printing Handouts
Printing the Outline
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Running a Slide Show
Keyboard Help
Timing and Transitions
Timing and Speed
Timing and Transition Icons
Preset Animations
Custom Animation
Animating the Title
Animating the Bulleted Text
Animating a Picture
Animating a Chart
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Package for CD
Copy to Folder
Exiting from PowerPoint
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Operate a Presentation Package

PowerPoint 2007
ICAU1132B



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 Style Options
Table Borders