

Use Advanced Features of Computer Applications

Word/Excel/Access 2007
ICAU3126B



Ref No: DDICAU267

Elements of Competency

Manipulate Data

- Employ advanced features of applications in the preparation and presentation of data
- Efficiently transfer data between applications, linking and embedding related data files as required
- Create and employ objects, macros and templates for routine activities
- Use shortcuts and features to increase personal productivity.

Access and use support resources

- Solve routine problems using support resources
- Use on-line help to overcome difficulties with applications
- Solve problems with manuals and training booklets
- Access and apply technical support for system problems, utilising troubleshooting results and alert messages

Number of Pages

318

Audience

This manual is aimed at people who are studying the Certificate III in Information & Communications Technology ICA30105. It covers the core unit of ICAU3126B Use Advanced Features of Computer Applications (Word/Excel/Access 2007). This manual is a learning resource and is not an assessment tool. An Assessment Tool & Marking Guide is available for this manual separately.

Prerequisites

A sound Introductory knowledge of Microsoft Word, Excel and Access 2007 is necessary.

Course Length

In a training environment this manual is suitable for approximately 40 hours

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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Multiple Documents

The Window Group
Splitting a Window
The Split Box
Removing the Split
Opening Multiple Documents
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Arranging Windows
Dragging Text between Documents
Note on Moving Text

Advanced Table Features

Formulas Revision

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Replacing Characters

Converting Spaces to Tabs
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Sorting the Table

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