

# Use Advanced Features of Computer Applications

Word/Excel/Access 2003

ICAU3126B



Ref No: DDICAU26A

## 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

264

## 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 2003). This manual is a learning resource and is not an assessment tool.

## Prerequisites

A sound Introductory knowledge of Microsoft Word, Excel and Access 2003 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.

# Use Advanced Features of Computer Applications

Word/Excel/Access 2003  
ICAITU126B



## **Elements of Competency**

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