

Operate Computing Packages (Word, Excel, Access 2003 Introduction)



ICAU2006B

Ref No: DDICAU06A

Elements of Competency

Use appropriate software

- Select software appropriate to perform activity
- Use software to produce required outcome using a range of features related to the activities
- Save documents in appropriate directories/folders

Access, retrieve and manipulate data

- Select and access files
- Amend and save files according to requirements
- Produce documents and files that meet organisational needs
- Save files in appropriate directories/folders
- Exit software correctly without loss of data

Access and use help functions within each applications

- Identify the help resources available for basic difficulties with the software
- Access user help documentation and other resources for basic difficulties with the software

Use keyboard and equipment

- Follow OH&S standards and regulations to avoid injury or illness
- Use wrist rests and document holders where appropriate
- Use monitor anti-glare and radiation reduction screens where appropriate
- Ensure user equipment is maintained and free from defects that could cause injury

Number of Pages

397

Audience

This manual is aimed at people who are studying the Certificate II in Information & Communications Technology ICA20105. It covers the core unit of ICAU2006B Operate Computing Packages (Word, Excel, Access 2003 Introduction). 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 manual is suitable for approximately Three 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 Computing Packages (Word, Excel, Access 2003 Introduction)



ICAU2006B

Word

Starting Word

The Screen

Opening a Document

Moving Around

Mouse Techniques

Creating a Letter

Inserting a Date

Typing the Letter

Saving a Document

Editing Practice

Spelling and Grammar

Spelling Options

Deleting a Word

Grammar

Correcting as you Type

Checking a whole document

Printing a Document

Print Preview

Zoom

Printing

Formatting Text

Selecting Text

Character Formatting

Format, Font

Changing Case

Correcting Text as you Type

Formatting Exercise

Paragraph Formats

Alignments

Indents

Using the Ruler for Indents

Numbered Lists

Numbering Type

Bullets

Bullet Type

Paragraph Formatting Exercise

Borders

The Tables and Borders Toolbar

Shading

Paragraph Spacing

Copying and Moving Text

Copying Text

Moving Text

Dragging Text

Exercises – Copying and Moving

Tables

Inserting a Table

The Table icon

The Completed Table

Centering the Heading

Formulas

The Office Assistant

Asking a Question

Displaying Topics

Printing a Topic

Other Search Places

Assistant Options

Document Formatting

Margins

Landscape Printing

Page Breaks

Headers and Footers

Typing a Header

Header Icons

Typing a Footer

Page Numbering

Using AutoText in the Footer

Inserting the Filename

Using Views

Print Layout View

Outline View

Reading Layout View

Zoom Control

Drop Caps

Margin Drop Caps

Merge Documents

Example - the Main Document

Starting the Merge

Field Names

New Address List

Typing the Main Document

Previewing the Letters

Performing the Merge

Exercise - Mail Merge

Pictures

Inserting a Picture

Previewing a Clip

Inserting the Picture

Moving the Picture

Revision One

Revision Two

Appendix

Character Quick Keys

Paragraph Quick Keys

Inserting Breaks

Other Handy Keys

Excel

Starting Excel

The Excel Screen

Moving around the Sheet

Displaying other Areas

Mouse Movements

Viewing other Sheets

Inserting Text and Numbers

Typing the Text

Column Widths

Changing Column Widths

Changing Multiple Columns

AutoFit the Selection

Operate Computing Packages (Word, Excel, Access 2003 Introduction)



ICAU2006B

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

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

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

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

Operate Computing Packages (Word, Excel, Access 2003 Introduction)



ICAU2006B

Columns and Rows

Inserting a Column
Updating the Chart
Deleting a Column
Deleting a Row
Inserting a Row
Updating the Chart
Moving Columns

Access

Starting Access

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
Modifying the Table Structure
Renaming a Field
Moving and Copying Fields
Deleting a Field
Inserting a Field

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

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
Exercise

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
Moving Fields
Nudging Fields
Sizing a Field

Modifying the Toolbar

Exercises

Design organisational documents using computer packages

ICAD2012B



Ref No: DDICAD127

Elements of Competency **Design documents to meet organisational needs**

- Use applications to design and configure document templates for use in a business environment
- Demonstrate the implementation of design guidelines
- Select appropriate software
- Use software as per specifications to design documents
- Store documents for access and editing as required
- Obtain approval of design of documents from appropriate person

Access, retrieve and manipulate data

- Use software as per specification
- Locate and open files
- Amend designs according to requirements
- Exit applications successfully without loss of data

No of Pages 351

Audience This manual is aimed at people who are studying the Certificate II in Information & Communications Technology ICA20105. It covers the core unit of ICAD2012B Design Organisation Documents using Computer Packages (PowerPoint and Publisher 2007). This manual is a learning resource and is not an assessment tool. An Assessment Tool & Marking Guide is available for this manual separately.

Pre-requisites Basic keyboarding skills.

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.

Design organisational documents using computer packages

ICAD2012B



Microsoft PowerPoint 2007

Starting PowerPoint

Starting PowerPoint from a Shortcut

The PowerPoint Screen

The Ribbon

The Microsoft Office Button

The Quick Access Toolbar

A PowerPoint Presentation

Starting a Presentation

The Title Slide

Typing the Title Text

Typing a Subtitle

Changing Font Size

Saving a Presentation

Adding a Slide

Adding the Slide

Typing Bulleted Text

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

Inserting the Picture

Design Themes

Applying a Theme

Printing

The AutoContent Wizard

Your Role in this Presentation

Different Views

Viewing Slides

The Scroll Buttons

Different Views

Normal View

The Outline Tab

Spelling

Different Views

Editing Text in Normal View

Slide Sorter View

Rearranging Slides

Duplicating a Slide

Notes Page View

Typing a Note

Arranging Panes

Slide Previews

Design Themes

Applying a Theme

Slide Shows

Skill Builder

Editing Techniques

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 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

Formatting Techniques

Format Painter

Small Caps Text

Object Formatting

Shape Styles

Object Glows

WordArt for Text in Shapes

Exercise

Connecting Lines

Drawing Connecting Lines

Adjusting the Connector

Grouping the Object

Selecting all Objects

Skill Builder

Text Editing

Text Editing

Selecting the Text Object

Choosing a Bullet

Paragraph Spacing

Customised Bullets

Picture Bullets

Indents

The Ruler in detail

Setting Indents

Exercise

Demoting/Promoting Text

Demoting Text

Copying and Pasting Text

Copying Text

Pasting Text

Converting a Paragraph

Promoting/Demoting Text in

Outline View

Normal View

Moving Text Up and Down

Moving Text between Slides

Deleting a Slide

Adding a Slide in the Outline

Pane

Exercise

Clip Art

Accessing Clips

Locating a Picture

Locating a Picture

Inserting the Picture

Sizing and Moving the Picture

Picture Tools & Format Tab

Clip Colour

Picture Styles

Picture Shapes & Effects

Cropping a Picture

Searching Clip Art

Results of the Search

Inserting a Photograph

Inserting a Photograph

WordArt

The Adjustment Handle

Slide Shows

Running a Slide Show

Keyboard Help

Timing and Transitions

Timing, Sound and Speed

Timing and Transition Icons

Preset Animations

Custom Animation

Animating the Title

Animating the Bulleted Text

Animating a Picture

Printing

Printing Notes Pages

Printing Handouts

Printing the Outline

Microsoft Publisher 2007

What is Publisher?

Starting Publisher

A New Publication

Creating a Calendar

Customization and Options

The Task Pane

The Publisher Screen

Toolbar Icons

How is a Page Created?

Selecting Objects

Page Views

Zoom Controls

Adding Text

Typing Text

Font Size

Saving a Publication

Clip Art

Accessing Clip Art

Previewing a Clip

Inserting the Picture

Printing

Creating a Flyer

Flyer Options

Adding Text

A Second Text Box

Font Size

Design organisational documents using computer packages

ICAD2012B



Sizing a Text Box	Merging Cells	Text Box Properties
Line Spacing	Cell Shading	Columns
Paragraph Spacing	Font Colour	Irregular Wrap
The Measurement toolbar	Adjusting Rows and Columns	Text Box Borders
Changing the Title Text	A Coupon	Master Pages
Text Box Exercise	Starting the Coupon	Page Numbers
Fill Colour	Changing the Text	Formatting Page Numbers
Borders	Changing the Headline	Viewing the Page Numbers
Attention Getter Designs	Ungrouping the Object	Ignoring a Master Page
Searching for Clip Art	Moving a Line	Deleting a Page
Moving and Sizing Objects	Removing a Line	An Advertisement
Moving Pictures	Adding BorderArt	Creating the Ad
Sizing Picture Frames	Finding Pictures	Ad Text
A Letterhead	A Coupon Cutout Border	Tabs
Changing the Contents	Copying Text Boxes	Leader Characters
Business Cards	Copying a Text Box	Final Touches
Creating a Logo	A Text Box	Layers
The Design Gallery	Inserting the Clip Art	Changing Layering
Logo Text	Hiding Guides	Exercises
Sizing the Logo	A Newsletter	Award Certificate
Group and Ungroup	Guides	An Invitation Card
Ungrouping the Object	Changing Grid Guides	Labels – CD/DVD Disk Case
Removing an Object	Guide Options	Liner
Shading	Choosing Guide Options	Origami
Adding AutoShapes	Snap to Guides	Postcard - We've Moved
Sizing the Shape	A Newsletter	Labels – Jar/Product
Grouping Objects	Inserting the Pictures	Design Guidelines
The Content Library	Adding the Border	
Adding to Content Library	Grouping the Heading	
Using an Item from the Content Library	Creating the First Text Box	
Printing Business Cards	A Second Text Box	
Advanced Print Settings	A Third Text Box	
Small Publication Print Options	Drawing and Formatting the Text Box	
Envelopes	Creating a Custom Border	
Using an Item from the Content Library	Text Files	
Printing an Envelope	Exporting a Text File	
Start from Scratch	Changing the File Type	
A Blank Page	Importing a Text File	
Layout Guides	Locating the Text File	
Inserting an Attention Getter	Formatting the Text	
Changing the Text	Connecting Text Boxes	
Understanding the Object	Text In Overflow	
Using BorderArt	Jumping to Text Boxes	
Text Boxes	Inserting a Page	
Typing Text	Page Navigation	
Rotated Text	Copying the Banner	
Text Colour	Continued Notices	
Text Shadow	Continued From Notices	
Rotating Text Freely	Wrapping Text	
AutoShapes	Frame Wrap	
Drawing a Shape	Moving the Picture	
Formatting the Shape	Text Wrapping	
Flipping AutoShapes	Inserting the Picture	
Object Layering	The Picture Toolbar	
Tables	Cropping Pictures	
Table Layout	Cropping the Picture	
	Editing Wrap Points	
	Adding WordArt	

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.

Integrate Commercial Computing Packages (2003)



ICAU2013B

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