

# Operate Computing Packages (Word, Excel, Access 2007 Introduction)



ICAU2006B

Ref No: DDICAU067

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 442

**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 2007 Introduction). This manual is a learning resource and is not an assessment tool. An Assessment Tool & Marking Guide is available for this manual separately.

**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 2007 Introduction)



ICAU2006B

**Starting Word**  
**The Screen**  
**The Ribbon**  
**The Microsoft Office Button**  
**The Quick Access Toolbar**  
**Opening a Document**  
**Moving Around**  
Mouse Techniques  
Keyboard Techniques  
Go To  
**Creating a Letter**  
Click and Type  
Inserting a Date  
Typing the Letter  
**Saving a Document**  
The Places Bar  
**Editing Practice**  
**Spelling and Grammar**  
Spelling Options  
Deleting a Word  
Correcting as you Type  
Checking a whole document  
**Printing a Document**  
Print Preview  
Zoom  
The Zoom Icon  
Printing  
Printing Multiple Pages on One Page  
**Formatting Text**  
Selecting Text  
Character Formatting  
The Font Group Buttons  
Font Dialog Box  
The Mini Toolbar  
Scaling Characters  
Character Spacing and Kerning  
Changing Case  
Correcting Text as you Type  
Formatting Exercise  
**Paragraph Formats**  
Alignments  
Indents  
Using the Ruler for Indents  
Numbered Lists  
Numbering Type  
Customising a Numbered List

Numbering Spacing  
Bullets  
Bullet Type  
Using a Picture Bullet  
Bullet Spacing  
Paragraph Formatting Exercise  
**Starting Word**  
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**The Ribbon**  
**The Microsoft Office Button**  
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Printing Multiple Pages on One Page  
**Formatting Text**  
Selecting Text  
Character Formatting  
The Font Group Buttons  
Font Dialog Box  
The Mini Toolbar  
Scaling Characters  
Character Spacing and Kerning  
Changing Case  
Correcting Text as you Type  
Formatting Exercise  
**Paragraph Formats**  
Alignments

# Operate Computing Packages (Word, Excel, Access 2007 Introduction)



## ICAU2006B

Indents  
Using the Ruler for Indents  
Numbered Lists  
Numbering Type  
Customising a Numbered List  
Numbering Spacing  
Bullets  
Bullet Type  
Using a Picture Bullet  
Bullet Spacing  
Paragraph Formatting Exercise  
**Borders and Shading**  
Applying Borders  
Customising Borders  
Removing a Border  
Applying Shading  
**Text Borders**  
**Page Borders**  
**Paragraph Spacing**  
Keyboard Shortcuts  
**Copying and Moving Text**  
Copying Text  
Moving Text  
Dragging Text  
Exercises – Copying and Moving  
**Tables**  
Inserting a Table  
The Table Button  
Centring the Heading  
Formulas  
**The 2007 Help Feature**  
Printing a Topic  
Other Help Places  
**Document Formatting**  
Margins  
Landscape Printing  
Page Breaks  
**Headers and Footers**  
Typing a Header  
Header Icons  
Typing a Footer  
Page Numbering  
Using Fields in the Footer  
Inserting the Filename  
**Using Views**  
Draft View  
Print Layout View  
Outline View  
Reading Layout View

Zoom Control  
Zoom Group  
**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  
**Starting Excel**  
**The Excel Screen**  
**Moving around a Sheet**  
Displaying other Areas  
Mouse Movements  
Viewing other Sheets  
**Selecting Cells**  
**Inserting Text and Numbers**  
Typing the Text  
Adjusting Column Widths  
Typing Numbers  
**Columns and Rows**  
Inserting a Column  
Deleting a Column  
Inserting a Row  
Deleting a Row  
**Saving a Workbook**  
The My Places Bar  
File Properties  
**Alignment & Indenting**  
Indenting  
Centre Aligning  
Merge and Centre  
**Calculations**

# Operate Computing Packages (Word, Excel, Access 2007 Introduction)



## **ICAU2006B**

- BEDMAS Rule
- AutoSum
- Filling the Formula
- Basic Formulas
- AutoCalculate
- Cell Editing
- Revision Exercise**
- Multiple Worksheets**
- Copying Sheet Contents
- Data Entry Ranges
- Calculating across Worksheets
- Copying Formulas
- Functions**
- Function Syntax
- The AVERAGE Function
- The MAX Function
- The MIN Function
- Working with Worksheets**
- Renaming Sheets
- Inserting a Sheet
- Deleting Sheets
- Formatting**
- Fonts and Fonts Sizes
- Number Formatting
- Formatting a Group of Sheets
- Borders
- The Format Painter
- Cell Shading
- Font Colour
- Inserting Images
- Proofing**
- Checking Spelling
- AutoCorrect
- Find & Replace
- Comments
- Sorting**
- Charts**
- Column Chart
- Pie Chart
- Print Preview**
- Page Break Preview
- Adjusting the Page Breaks
- Previewing the Workbook
- Zoom
- Margins and Column Width
- Column Widths in Print Preview
- Page Layout View
- Page Setup**
- Orientation

- Scaling
- Margin Settings
- Headers and Footers
- Built-In Headers and Footers
- Custom Headers and Footers
- Sheet Options
- Page Breaks and Print Areas**
- Inserting a Page Break
- Printing**
- Starting Access**
- Building a Database**
- Creating a New Database**
- The Database Window
- 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
- 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
- The Format, Datasheet dialog box
- Row Height

# Operate Computing Packages (Word, Excel, Access 2007 Introduction)



## **ICAU2006B**

- 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
- A Second Query**
- Customising the Query Results
- Adding a Field
- Saving a Query
- Queries from Scratch**
- Adding a Table to a Query

- 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
- 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
- Report Page Numbers
- Date and Time in Reports
- Formatting the Header and Footer
- Distributing Access Reports
- Forms**
- AutoForm
- Using Form View
- Using a Form Wizard
- Selecting the Fields
- The Completed Form
- Adding a New Record
- Inserting a Graphic
- Moving Fields
- Sizing a Field
- Modifying the Mini Toolbar**
- Exercises**
- Following OH&S Standards**
- Carrying equipment or goods safely
- Office Workstations
- The Office Environment
- Chairs
- Setting the Correct Seat Height
- Lighting and Posture
- Exercises for Office Workers

Adding Fields

# 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	<b>Text Box Properties</b>
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	<b>A Coupon</b>	<b>Master Pages</b>
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
<b>Searching for Clip Art</b>	Moving a Line	Deleting a Page
<b>Moving and Sizing Objects</b>	Removing a Line	<b>An Advertisement</b>
Moving Pictures	Adding BorderArt	Creating the Ad
Sizing Picture Frames	Finding Pictures	Ad Text
<b>A Letterhead</b>	A Coupon Cutout Border	Tabs
Changing the Contents	Copying Text Boxes	Leader Characters
<b>Business Cards</b>	Copying a Text Box	Final Touches
<b>Creating a Logo</b>	<b>A Text Box</b>	<b>Layers</b>
The Design Gallery	Inserting the Clip Art	Changing Layering
Logo Text	Hiding Guides	<b>Exercises</b>
Sizing the Logo	<b>A Newsletter</b>	Award Certificate
<b>Group and Ungroup</b>	<b>Guides</b>	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	<b>A Newsletter</b>	Labels – Jar/Product
Grouping Objects	Inserting the Pictures	<b>Design Guidelines</b>
<b>The Content Library</b>	Adding the Border	
Adding to Content Library	Grouping the Heading	
Using an Item from the Content Library	Creating the First Text Box	
<b>Printing Business Cards</b>	A Second Text Box	
Advanced Print Settings	A Third Text Box	
Small Publication Print Options	Drawing and Formatting the Text Box	
<b>Envelopes</b>	Creating a Custom Border	
Using an Item from the Content Library	<b>Text Files</b>	
Printing an Envelope	Exporting a Text File	
<b>Start from Scratch</b>	Changing the File Type	
<b>A Blank Page</b>	<b>Importing a Text File</b>	
Layout Guides	Locating the Text File	
Inserting an Attention Getter	Formatting the Text	
Changing the Text	<b>Connecting Text Boxes</b>	
Understanding the Object	Text In Overflow	
Using BorderArt	Jumping to Text Boxes	
<b>Text Boxes</b>	Inserting a Page	
Typing Text	Page Navigation	
<b>Rotated Text</b>	Copying the Banner	
Text Colour	<b>Continued Notices</b>	
Text Shadow	Continued From Notices	
Rotating Text Freely	<b>Wrapping Text</b>	
<b>AutoShapes</b>	Frame Wrap	
Drawing a Shape	Moving the Picture	
Formatting the Shape	<b>Text Wrapping</b>	
Flipping AutoShapes	Inserting the Picture	
Object Layering	The Picture Toolbar	
<b>Tables</b>	<b>Cropping Pictures</b>	
Table Layout	Cropping the Picture	
	Editing Wrap Points	
	Adding WordArt	

# Integrate Commercial Computing Packages (2007)

ICAU2013B



Ref No: DDICAU137

## 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

114

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 (2007)

ICAU2013B



## **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

## **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**

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**

Using the Microsoft Word Help Task Pane

Using the Type a question for help Box

Dialog Box Help

Help on the Web

Support/Help Desk - Exercise One

Support/Help Desk - Exercise Two

## **Access Help Manuals - Exercise Three**