

**Bundle Pack – Certificate III
for ICA05 Information and
Communications Technology
(Elective Units – 2007 & Vista)**
IAU3019B, ICAU3028B, ICAU3126B, ICAI3110B

Migrate to New Technology
ICAU3019B

**Customise Packaged Software
Applications for Clients**
ICAU3028B

**Use Advanced Features of
Computer Applications**
ICAU3126B

**Implement System Software
Changes**
ICAI3110B



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Migrate to New Technology

ICAU3019B



Ref No: DDICAU19B

Elements of Competency

Apply existing knowledge and techniques to technology and transfer

- 1.1 Identify situations where existing knowledge can be used as the basis for developing new skills
- 1.2 Acquire and use new or upgraded *technology skills* to enhance learning
- 1.3 Identify, classify and use new or upgraded *equipment* where appropriate, for the benefit of the organisation

Apply functions of technology to assist in solving organisational problems

- 2.1 Conduct testing of new or upgraded *equipment*
- 2.2 Apply features of new or upgraded *equipment* and *software* within the organisation
- 2.3 Use features and functions of new or upgraded *equipment*
- 2.4 Access and use *sources of information* relating to new or upgraded *equipment*

Evaluate new or upgraded technology performance

- 3.1 Evaluate new or upgraded *equipment* for performance, usability and *against OH&S standards*
- 3.2 Determine *environmental considerations* from new or upgraded equipment
- 3.3 Seek *feedback* from users, where appropriate

Number of Pages

52

Audience

This manual is aimed at people who are studying the Certificate III in Information & Communications Technology ICA30105. It covers the core unit of ICAD3218B Create User Documentation (Word 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 & Corequisites

A sound Introductory knowledge of Microsoft Windows XP or Vista operating systems is necessary.

Course Length

In a training environment this manual is suitable for approximately 20 hours.

Course Structure

The course contains instructor lead exercises as well as examples completed at the students' own pace.

Migrate to New Technology

ICAU3019B



New Workplace Technology

- Acquiring New Technology
- Business Rules
- Sourcing New Technology
- Recording Upgrade Information
- Operating System Upgrade
- Upgrade to Windows Vista
- Software Program Upgrade
- Microsoft Office
- Office 2007 File Formats
- Upgrade to Microsoft Office 2007
- Hardware Upgrade
- Uninstalling Previous Hardware
- Installing New Hardware
- Default Printer
- Printer Properties
- Software Upgrades and Patches
- Post Installation Checks
- Testing Hardware
- Testing Software

Using New Technology

- Utilising Existing Knowledge
- Operating System Changes
- Software Program Changes
- Hardware Changes

- Acquiring New knowledge
- Audit
- Support Documentation
- The Delivery Plan
- Utilising the Upgraded Technology
- Configuring the New Technology
- Operating System Customisations
- Office 2007 Customisations
- Printer Configuration
- Printer Properties

Occupational Health and Safety

- State Acts
- Locating State Acts
- Further Legislation and Codes of Practice
- OH&S Standards
- Lighting
- Ventilation
- Ergonomic Setup
- Installation and Movement
- Environmental Considerations
- Printer Cartridges
- Packaging
- Disposal
- Feedback

Customise Packaged Software Applications for Clients (Windows XP & Office 2007)

ICAU3028B



Ref No:
**Elements of
Competency**

DDICAU287B

Analyse customisation requirements

- Determine *client* requirements and document these in a requirements specification file in line with *organisational requirements*
- Confirm that the projected specifications meet *client* requirements
- Determine the required level of *documentation* necessary to meet client requirements

Develop customisation

- Design *software applications*, taking into account *system* limitations and *client* needs
- Customise *software applications* using simple programming constructs, conforming to *organisational requirements*
- Have the *client* test the customised *software applications* and obtain feedback from the *client*
- Make further changes to *software applications* to meet client requirements
- Document the changes

Provide support for customised application

- Produce *documentation* for client
- Produce help desk *documentation* for ongoing support
- Obtain *client* evaluation and feedback to ensure that their requirements have been met

No of Pages

135

Audience

This manual is aimed at people who are studying the Certificate III in Information & Communications Technology ICA30105. It covers the core unit of ICAU3028B Customise Packaged Software Applications for Clients.

**Pre-requisites
& Corequisites**

This manual is a learning resource and is not an assessment tool. An Assessment Tool & Marking Guide is available for this manual separately. The following unit is a pre-requisite for this competency:

ICAU3126B Use advanced features of computer applications

Course Length

In a training environment this manual is suitable for approximately 40-60 hours.

**Course
Structure**

This manual is aligned to the elements of competency and the relevant criteria for the ICAU3028B unit of the ICA05 Training Package.

The layout of this manual is designed to give users an easy step-by-step guide through the required information and to allow users to navigate easily through the publication.

Our manuals are written clearly with pictures and step-by-step instructions, and can be used for instructor-led training as well as distance or self-paced learning.

This course contains instructor lead exercises as well as examples completed at the students' own pace.

Please note that some screenshots and details outlined in this manual may differ to your own environment due to the ability to customise the Windows Installation.

Customise Packaged Software Applications for Clients (Windows XP & Office 2007)

ICAU3028B



Customise Workplace Software

Determining Change Requirements

Needs Identification

Customisation Capabilities

Documentation Requirements

Software Design Principles

Customising Windows XP

The Control Panel

Starting the Control Panel

Date and Time

Time Zone

Daylight Savings

Display

Background

Screen Saver

Modifying a Screen Saver

Screen Saver Timings

Appearance

Colour Scheme

Changing a scheme

What's This?

Desktop Themes

Saving a Theme

Choosing the Standard

Regional and Language Options

Date Formats

Currency Settings

Mouse Settings

Buttons

Pointers

Pointer Options

Customising Office 2007

The Quick Access Toolbar

To Move The Quick Access Toolbar

Add a Command to Quick Access
Toolbar

Customising Word 2007

Setting the Default Font

Note for Network Users

Recently Used Files

Changing the Setting

Restoring the Setting

Templates in Word 2007

Creating a Template

Creating the Fillin Fields

Fillin Text

Viewing Fields

The Second field

Field Options

The Third field

Date and Time fields

Saving the Template

Using the Template

Macros in Word 2007

Creating a Macro

Assigning the Macro to the Quick
Access Toolbar

Formatting the Macro Icon

Choosing a Macro Icon

Recording the Macro Actions

Testing your Macro

Using the Macros Dialog Box

Deleting the Macro

Removing the Macro Button

Customising PowerPoint 2007

Preparing the Presentation

Viewing the Master

Adding Objects to the Master

Closing the Slide Master

Formatting the Object Area

Slide Numbering

Adding a Logo to all Slides
Removing a Footer
Dates and Times
Applying the Items
Slide Number Text
The Title Master
Customising Outlook 2007
Customising the Navigation Pane
Showing Fewer Buttons
Showing More Buttons
Using the Split Bar
Changing the Display Order
Resetting the Order
Adding Buttons to the Navigation Pane
Removing an Icon
Replacing the Icon
The Favourites Folder
Rearranging Folders
Adding a Favorite Folder
Removing a folder
Minimizing Favourite Folders
Turning off Favourite Folders
The Shortcut Pane
Creating the Folders
More Subfolders
Creating a Shortcut
Creating a Group Shortcut
Moving shortcuts
Deleting a Shortcut
Macros in Excel 2007
What is a Macro?
Recording a Macro
The Developer tab
Security Level
Starting to Record
Naming the Macro
Shortcut Key
Macro Location
Description
Recording?

Performing the Actions
Stop Recording
Testing the Macro
Practice Exercise
Stop Recording
Test the Macro
Editing a Macro
Examining the Code
Editing the Code
Personal Macro Workbook
Testing the Macro
Testing Configuration Changes
User Documentation
Document Purpose
System/Software
Industry Standards
Target Audience
Design
Client Feedback
Method Analysis

Implement System Software Changes

ICAI3110B



Ref No: DDICAI310B

Elements of Competency

Determine system changes required

- 1.1 Determine and record the required changes to *system*
- 1.2 Ensure that documentary evidence exists to support changes and evaluate changes required
- 1.3 Complete all *documentation* required in accordance with maintenance methodologies
- 1.4 Clarify and confirm the nature of the changes with the *client*
- 1.5 Obtain technical data from reliable sources and request other resources that may be required to complete the changes

Carry out system changes

- 2.1 Plan the procedure to effect intended changes
- 2.2 Confer with colleagues and *users* involved in the proposed changes and agree a mutually acceptable timeline and method of *implementation*
- 2.3 Copy initialisation or configuration files prior to *implementation*
- 2.4 Create a roll-back path in the event of failure
- 2.5 Ensure that changes required in *software* are made according to project or *organisational guidelines*
- 2.6 Test and verify that the changes have been made according to implementation guides and *organisational standards*

Present changes to client

- 3.1 Demonstrate changes to the *client* and explain the impact of these changes
- 3.2 Work towards making these changes acceptable to the *client* if changes are rejected, or making further modifications if required
- 3.3 Update *documentation* and repositories in accordance with standards and update modifications made to the change management system

Perform handover to client's operational

- 4.1 Update *documentation* and *client* procedures to reflect changes made
 - 4.2 Secure sign off of acceptance documents by client
 - 4.3 Facilitate handover of modified system to client's operational area
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Number of Pages

Audience

This manual is aimed at people who are studying the Certificate III in Information & Communications Technology ICA30105. It covers the elective unit of ICAI3110B Implement System Software Changes. This manual is a learning resource and is not an assessment tool.

Prerequisites

The following units are pre-requisite for this competency:
ICAI3020B Install and optimise operating system software

Course Length

In a training environment this manual is suitable for approximately 20 hours.

Course Structure

This course contains instructor lead exercises as well as examples completed at the students' own pace.

Implement System Software Changes

ICAI3110B



Workplace System Changes

- Determining Change Requirements
- Needs Identification
- Software Audit
- Supporting Documentation
- Technical Specifications
- Client Report
- How to Write a Report
- Signoff

System Change Implementation

- System Rollback
- System Restore
- Software Clone
- Backup
- Preparation
- Testing Software

Change Management

- Training Needs Analysis
- Software Analysis
- User Analysis
- Training Intervention
- Training Support Documentation
- The Delivery Plan

Final Handover

- Handover Documentation
- Version Control
- Delivery of Build

Final Review and Acceptance

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.

Use Advanced Features of Computer Applications

Word/Excel/Access 2007
I ICAU3126B



Multiple Documents

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

Advanced Table Features

Formulas Revision

Merging and Splitting Cells

Inserting a Row
Merging the Cells
Splitting Cells

Table Headings

Setting Headings
Testing the Headings

Tabs in Tables

Decimal Tabs in Tables
Inserting Tabs in Tables
Setting a Tab

Updating Table Formulas

Updating the Fields

Text Direction

Inserting a Column
Changing Text Direction
Removing Borders

Converting Tables

Converting the Table
Resetting Tabs
Converting Tabs to a Table
Splitting the Table

Replacing Characters

Converting Spaces to Tabs
Replacing the Spaces
Converting Text to a Table
AutoFitting Text
Sorting the Table

Replacing Characters

Converting Spaces to Tabs
Replacing the Spaces
Converting Text to a Table
AutoFit Text
Sorting the Table

Forms

Creating a new Form

Legacy Form Fields

The Developer Tab
Drop-Down Form Fields
Inserting a Drop-Down field
Text Form Fields
Inserting a Text Form Field
Check Box Form Fields
Inserting a Check Box
Default Check Boxes
Custom Help Text
Adding Status Bar Help
Adding Help Key Text
Protecting the Form
Saving a Form as a Template
Using a Form
Completing the Memo
Columns and Sections
Creating Columns
Multiple Column Formats
Creating Sections
Recognising the break
Formatting a Section
Inserting a Column Break
Exercise – Columns and Sections

Section Breaks

Page Numbering Style
Inserting a Section Break
Recognising a Section Break
Numbering a Section
Recognising the Sections
Numbering the Second Section
Changing the Numbering Style

Templates

Creating a Template
Creating the Fillin Fields
Fillin Text
Viewing Fields
The Second fieldThe Third field
Date and Time fields
Saving the Template
Using the Template

Macros

Creating a Macro
Assigning the Macro to the Quick
Access Toolbar
Formatting the Macro Icon
Choosing a Macro Icon
Recording the Macro Actions
Testing your Macro

Using the Macros Dialog Box
Deleting the Macro
**Customising the Quick Access
Toolbar**
Removing an Icon
Adding an Icon
Testing the icon
Table of Contents
Applying the Styles
Generating the Table of Contents
Choosing a Format
Using Hyperlinks
Updating the Table of Contents
Indexes
Marking Text for the Index
Marking Further Entries
Compiling the Index
The Index
Changing the Index Format
Updating the Index
Tracking Changes
Highlighting Changes
Track Changes Options
Formatting Changes
Reviewing Changes
Accepting All Changes
Turning Off Changes
Using Excel with Word
The Totals
Number Formatting
Returning to Word
Editing the Worksheet
Linking
Switching to Excel
Copying Information from Excel
Pasting Information from Excel
Linking
Advantages
Disadvantages
Establishing the Link
Testing the Link
On Your Own
Revision Exercise One
Revision Exercise Two
Cell Protection
Protecting Cells
Protecting the Sheet
Removing the Protection
Range Names
Defining Range Names
Using the Name Box
Using the Dialog Box
Name Guidelines
Creating Multiple Names
Testing the Names

Names in Formulas
Applying Names
Pasting Names into Formulas
Navigating with Names
Using the Name List
Using Named Constants
Format Painter
Applying Names to Constants
Using a Constant
Documenting Range Names
Pasting a List of Names
Linking
Worksheet Linking
Creating the First Formula
Using Paste Link
Paste Special
Creating the Totals
Workbook Linking
Creating the Formula
Copying the Formula
Data Consolidation
Starting the Consolidation
Adding Worksheets
Performing the Consolidation
Using Statistical Functions
Using Average
Using Max
Using Min
Importing Data
Why Import Data?
Types of Data
Data Type Examples
Importing CSV Files
Opening a CSV File
Saving the File
Text Import Wizard
Step 1 of 3
Step 2 of 3
Step 3 of 3
Space Delimited Files
Skipping a Column
Exporting Data
Choosing a Specific Format
Exporting to Microsoft Word
Copying Cells
Copying a Graph
Pasting Data with a Link
Copying a Graph as a Picture
PivotTable Reports
Starting the PivotTable report
Data Range
PivotTable Location
Rearranging Data
Page Fields
PivotTable Exercise

Filtering a Report
Adding Fields
No Field List?
Field Settings
Formatting Numbers
Refreshing Data
Formatting a PivotTable
Report Layout
PivotTable Styles
Expanding and Collapsing Detail
Collapsing Item Detail
PivotChart Reports
Creating a PivotChart
PivotChart Reports from scratch
Data Range
PivotTable Location
Adding Fields to a PivotChart
Macros
What is a Macro?
Recording a Macro
The Developer tab
Security Level
Starting to Record
Naming the Macro
Shortcut Key
Macro Location
Description
Recording?
Performing the Actions
Stop Recording
Testing the Macro
Practice Exercise
Stop Recording
Test the Macro
Editing a Macro
Examining the Code
Editing the Code
Personal Macro Workbook
Testing the Macro
Relative/Absolute Recording
Recording the macro
Stop Recording
Testing the Macro
Stepping through a Macro
Macro Buttons
Drawing a Button
Assigning the Macro
Macro Button Text
Selecting the Button
Resizing & Moving the Button
Using the Macro Button
Exercise
Customising the Quick Access Toolbar
Button Location
Changing the Button Image

Display Name
Deleting Macros
Deleting a Macro Button
Macro Revision Exercise
Recording the Consolidation
Performing the Macro Actions
Testing the Macro
Recording another Macro
More Macros
Macro Security Level
A Database Project
Plan your Database
Scenario
Planning the Database
What information do you need to keep?
Summary of Customer Actions
Report Types
What else?
Plan Summary
Videos - Exercise
Exercise
The Tables
A Customers table
A Videos Table
A Sales table
Refining the Table Fields
Remove Duplication
Remove Calculated Fields
Refining the Videos table
Relationships
Revision - Creating the Tables
The Customers Table
The SaleType Table
The Videos Table
The Sales Person Table
The Reports Table
The Sales Table
The Result
Field Properties
An Input Mask
Editing the List
The Placeholder
Choosing an Input Mask
Setting Required Fields
Video Exercise – Field Properties
tblCustomers
tblSales
tblVideos
tblSaleType
tblSalesPerson
tblReports
Importing Spreadsheet Data
The Import Spreadsheet Wizard
Screen 1

Screen 2
Screen 3
Video Exercise
Lookup Fields
Creating the Lookup Field
Row Source
Lookup Lists
The Values
Column Name
Editing a Value List
The Relationships Window
Forms Design
Preparation
Creating a Form
Form Fields
Selecting the Fields
Form Layout
Form Title
The Form
Formatting a Form
Design View
Selecting Text Labels
Formatting the Labels
Field Properties
Changing Captions
Changing Captions Exercise
Moving Fields
Vertical Spacing
Nudging Fields
Shrinking Or Expanding a Field
Using the Keyboard
Using the Properties menu
Changing a Form Caption
Finishing Touches
Video Exercise
Form Templates
Setting Form Properties
Copying a Form
Accessing Form Properties
Creating a Form Template
Testing the Template
Creating Forms from a Template
Form One
Form Two
Video Exercise
Application Front Ends & Menus
Preparation
Creating the Form
Creating the Buttons
Form Caption
The Command Button Wizard
Form Action
What Form?
Initial Form Display
Button Display

Button Name
Result
Button Label
Exercises
Creating a Second Form
Copying the Form
Naming the Form
Modifying the Second Form
Vertical Spacing
Copying a Field
Modifying the Button Procedures
Pasting a Procedure
Editing the Second Button
Naming the Button
Creating the Procedure
Copying the Code
Testing the Button
Editing the Third Button
Naming the Button
Creating the Procedure
Copying the Code
Testing the Button
Switch Buttons
Naming the Button
Creating the Procedure
Copying the Code
Testing the Button
Creating the Fifth button
Naming the Button
Creating the Procedure
Testing the Button
Video Exercise
Form Graphics
Preparation
Inserting a Picture
Image Properties
Sizing the Image
Images Revision
Video Exercise
AutoExec Macros
Preparation
Creating a Macro
Choosing the Action
Action Arguments
Saving the Macro
Running the Macro
Editing the Macro
Video Exercise