

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.

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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