

Customise Packaged Software Applications for Clients (Windows XP & Office 2003)

ICAU3028B



Ref No:
**Elements of
Competency**

DDICAU283B

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

162

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.

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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 2003
Customising Word 2003
Adding an Icon
Testing the icon
Modifying an Icon
Modifying a ScreenTip
Removing an Icon
Customising Menus
Modifying a Menu
Exercise
Creating Menus
Creating the Menu
Renaming the Menu
Adding Menu Commands
Adding a Second Command
Resetting Menus
Resetting Toolbars
Listing Shortcut Keys
Word 2003 Options
Setting the Default Font
Note for Network Users
Recently Used Files
Changing the Setting
Restoring the Setting
On Your Own
General Category
Save Category
Edit Category
Spelling & Grammar Options
Templates in Word 2003
Creating a Template
Creating the Fillin Fields
Adding the Fillin Text
Viewing Fields
The Second field
Field Options
The Third fields
Date and Time fields
Saving the Template
Using the Template
Macros in Word 2003
Creating a Macro
Assigning the Macro to a 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 PowerPoint 2003
Preparing the Presentation
Viewing the Master
Adding Objects to the Master
Adding a Logo to all Slides
Closing the Slide Master
Formatting the Object Area
Slide Numbering
Removing a Footer
Dates and Times
Applying the Items
Slide Number Text
The Title Master
Customising Outlook 2003

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 Favorites Folder
Rearranging Folders
Adding a Favorite Folder
Removing a folder
The Shortcut Pane
Creating the Folders
More Subfolders
Creating a Shortcut
Creating a Group Shortcut
Moving shortcuts
Deleting a Shortcut
Customising Toolbars
Adding an Icon to the Toolbar
Testing the icon
Modifying an Icon
Modifying a ScreenTip and Text
Removing an Icon
Customising Menus
Creating Menus
Creating the Menu
Renaming the Menu
Adding Menu Commands
Adding a Second Command
Exercise
Resetting Menus
Macros in Excel 2003
What is a Macro?
Recording a Macro
Turning on the Recorder
Macro Details
Shortcut Key
Recording?
Recording your Actions
Page Setup Options
Stop Recording
Running the Macro
Testing the Macro
Forgotten the Shortcut?
Macro Contents
Examining the Contents
Editing a Macro
Saving the Macro
A Macro Exercise
Starting the Macro
Personal Macro Workbook
Relative Cell Addressing
Recording to Personal.XLS

Turning off the Recorder
Testing the Macro
Testing the Macro
Stepping through a Macro
Macro Buttons
Drawing a Button
Assigning the Macro
Macro Button Text
Selecting the Button
Sizing the Button
Using the Macro Button
Customising the Toolbar
Attaching the Macro
Choosing a Button
Using the Macro icon
Changing the ScreenTips
Testing Configuration Changes
User Documentation
Document Purpose
System/Software
Industry Standards
Target Audience
Design 146
Client Feedback
Method Analysis