

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.

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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 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