

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

ICAU3028B



**Ref No:**  
**Elements of  
Competency**

**DDICAU28BV**

**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**

136

**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 Vista & Office 2007)

ICAU3028B



Customise Workplace Software  
Determining Change Requirements  
Needs Identification  
Customisation Capabilities  
Documentation Requirements  
Software Design Principles  
Customising Windows Vista  
Appearance and Personalisation  
Background  
Picture Positioning  
Picture Location  
Screen Saver  
Modifying a Screen Saver  
Screen Saver Timings  
Customise Colours  
Colour Intensity  
Colour Mixer  
Classic Appearance  
Colour Scheme  
Changing part of a Scheme  
Themes  
Saving a Theme  
Choosing the Standard  
Regional and Language Options  
Date Formats  
Currency Settings  
Mouse Settings  
Buttons  
Pointers  
Pointer Options  
Visibility 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