INFOCUS COURSEWARE

# ICTICT203 Operate Application Software Packages

## Word, Excel and PowerPoint 2013

WATSONIA PUBLISHING

Product Code: INF1190 ISBN: 978-1-925298-92-5

**General Description**

The skills acquired in ICTICT203 Operate Application Software Packages will enable you to use three software packages, including a word-processing and spreadsheet package. It applies to individuals who use different applications to produce diverse documents.

**Learning Outcomes**

At the completion of this course you should be able to:

- identify and set up elements that constitute safe and healthy computer usage
- work with the basic features of ***Word***
- create a new document
- work with a document
- use a range of font formatting techniques
- work effectively with features that affect the page layout of your document
- apply styles and themes
- insert headers and footers into a document
- save documents in a variety of formats, locations and with different names
- print a document
- create new workbooks in ***Microsoft Excel***
- format workbooks to enhance their visual appeal
- insert pictures or create charts in a workbook
- print data from workbooks
- customise ***Microsoft Excel*** workbooks
- open, close and navigate a presentation, and change the way you view a presentation
- create a new presentation
- work with the various slide layouts
- work with both text and images in a presentation
- create animations in a presentation
- navigate a slide show in ***PowerPoint***
- print and share your presentation

**Prerequisites**

ICTICT203 Operate Application Software Packages assumes little or no knowledge of Microsoft Word, Excel and PowerPoint 2013.

**Topic Sheets**

257 topics

**Methodology**

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

**Formats Available**

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

Product Information

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❖ **Companion Products**

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at ***www.watsoniapublishing.com***.

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- Setting Up an Ergonomic Workstation
- Activity - Ergonomic Workstations
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- Ensuring a Healthy Work Environment
- Research - Healthy Work Environment
- Healthier Computer Screens
- Activity - Healthier Computer Screens

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- Changing Fonts
- Changing Font Size
- Making Cells Bold
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- Saving to a Storage Device

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## Unit Mapping

This unit describes the skills and knowledge required to identify, select and operate three commercial software packages, including a word-processing and a spreadsheet application package.

| | Performance Criteria | Location |
|---|---|---|
| **1** | **Use appropriate workplace health and safety (WHS) office work practices** | |
| 1.1 | Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are addressed | Chapter 1: Applying WHS Practices |
| 1.2 | Use wrist rests and document holders where appropriate | Chapter 1: Applying WHS Practices |
| 1.3 | Use monitor anti-glare and radiation reduction screens where appropriate | Chapter 1: Applying WHS Practices |
| **2** | **Use appropriate word-processing software** | |
| 2.1 | Select word-processing software appropriate to perform activity | Chapter 2: Getting Started With Word 2013 |
| 2.2 | Identify document purpose, audience and presentation requirements, and clarify with personnel as required | Chapter 3: Your First Document |
| 2.3 | Identify organisational requirements for text-based business documents, and design document structure and layout to ensure consistency of style and image | Chapter 3: Your First Document, Chapter 5: Text Appearance, Chapter 6: Working With Pages, Chapter 7: Themes and Styles, Chapter 8: Headers and Footers |
| 2.4 | Match document requirements with software functions to provide efficient production of documents | Assumed throughout chapters 2 - 10 |
| 2.5 | Use technical functions, other data and formatting to finalise documents | Chapter 3: Your First Document, Chapter 5: Text Appearance, Chapter 6: Working With Pages |
| 2.6 | Ensure the naming and storing of documents in appropriate directories or folders and the printing of documents to the required specifications | Chapter 3: Your First Document, Chapter 9: Saving Documents, Chapter 10: Printing Your Documents |
| **3** | **Use appropriate spreadsheet software** | |
| 3.1 | Select spreadsheet software appropriate to perform activity | Chapter 11: Creating Workbooks |
| 3.2 | Identify document purpose, audience and presentation requirements, and clarify with personnel as required | Chapter 11: Creating Workbooks |
| 3.3 | Enter simple formulas and functions using cell referencing where required | Chapter 11: Creating Workbooks |
| 3.4 | Customise spreadsheet settings to meet requirements | Chapter 11: Creating Workbooks, Chapter 12: Formatting Workbooks, Chapter 13: Charts and Pictures, Chapter 14: Printing Workbooks, Chapter 15: Customising Workbooks |
| 3.5 | Ensure the naming and storing of documents in appropriate directories or folders and the printing of documents to the required specifications | Chapter 11: Creating Workbooks, Chapter 14: Printing Workbooks |
| **4** | **Use a third application software package** | |
| 4.1 | Select software application package appropriate to perform activity | Chapter 16: Introducing PowerPoint |
| 4.2 | Identify purpose, audience and presentation requirements, and clarify with personnel as required | Chapter 17: Your First Presentation |
| 4.3 | Use technical functions, other data and formatting to finalise documents | Chapter 17: Your First Presentation, P0514, Chapter 19: Working With Text and Images, Chapter 20: Animations and Transitions, Chapter 21: Preparing for Presentations, Chapter 22: Printing and Sharing |
| 4.4 | Ensure documents are named and stored in appropriate directories or folders and printed to required specifications | Chapter 17: Your First Presentation, Chapter 22: Printing and Sharing |

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