



INFOCUS COURSEWARE

ICTICT203 Operate Application Software Packages

Word, Excel and PowerPoint 2013



Product Code: INF1190

ISBN: 978-1-925298-94-9

❖ 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



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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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Contents

Applying WHS Practices

- Risks and Hazards in the Office
- Setting Up an Ergonomic Workstation
- Activity - Ergonomic Workstations
- Breaks and Exercises
- Research - Breaks and Exercises
- Ensuring a Healthy Work Environment
- Research - Healthy Work Environment
- Healthier Computer Screens
- Activity - Healthier Computer Screens

Getting Started With Word 2013

- Starting Word From the Desktop
- Understanding the Start Screen
- Creating a New Blank Document
- The Word Screen
- How Microsoft Word 2013 Works
- Using the Ribbon
- Understanding the Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Understanding the Quick Access Toolbar
- Exiting Safely From Word

Your First Document

- Creating Documents in Word
- Typing Text
- Saving a New Document on Your Computer
- Typing Numbers
- Inserting a Date
- Document Proofing
- Checking Spelling and Grammar
- Making Basic Changes
- Saving an Existing Document
- Safely Closing a Document
- Understanding Templates
- Using a Sample Template

Working With a Document

- Opening an Existing Document
- Navigating With the Keyboard
- Scrolling Through a Document

Text Appearance

- Techniques for Selecting Text
- Selecting Text Using the Mouse
- Selecting Text Using the Keyboard
- Changing Fonts
- Changing Font Size
- Making Text Bold
- Italicising Text
- Underlining Text
- Changing Text Colour
- Using the Format Painter
- Changing Text Alignments
- Changing Paragraph Spacing
- Indenting Paragraphs
- Starting a Bulleted List
- Starting a Numbered List
- Shading Paragraphs
- Applying Borders to Paragraphs

Working With Pages

- Changing Page Margins
- Changing Page Orientation
- Changing Paper Sizing
- Inserting Page Breaks
- Understanding Section Breaks
- Inserting a Next Page Section Break
- Inserting a Continuous Section Break
- Inserting an Even Page Section Break
- Inserting an Odd Page Section Break

Themes and Styles

- Understanding Themes
- Applying a Theme
- Understanding Styles
- Applying Paragraph Styles
- Applying Character Styles

Headers and Footers

- Understanding Headers and Footers
- Inserting Headers and Footers
- Switching Between Headers and Footers
- Inserting Page Numbering
- Inserting Date Information
- Headers and Footers in Long Documents
- Inserting First Page Headers and Footers

- Inserting Different Odd and Even Pages

Saving Documents

- Understanding the Windows Filing Structure
- Understanding Naming Conventions
- Saving With a Different File Name
- Saving in a Different Location
- Saving a Document for Version Compatibility

Printing Your Documents

- Understanding Printing
- Previewing Your Document
- Quick Printing
- Selecting a Printer
- Printing the Current Page
- Specifying a Range of Pages
- Specifying the Number of Copies

Creating Workbooks

- How Spreadsheets Work
- What a Spreadsheet Can Do
- Starting Excel From the Desktop
- Understanding Workbooks
- Using the Blank Workbook Template
- Typing Text
- Typing Numbers
- Typing Dates
- Understanding the Fill Handle
- Typing Formulas
- Easy Formulas
- Saving a New Workbook on Your Computer
- Checking the Spelling
- Making Basic Changes
- Printing a Worksheet
- Safely Closing a Workbook
- Opening an Existing Workbook
- Understanding Formulas
- Creating Formulas That Add
- Creating Formulas That Subtract
- Formulas That Multiply and Divide
- Understanding Functions
- Using the SUM Function to Add
- Common Error Messages

Formatting Workbooks

- Understanding Font Formatting



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Changing Fonts
Changing Font Size
Making Cells Bold
Italicising Text
Underlining Text
Changing Font Colours
Using the Format Painter
Understanding Cell Alignment
Aligning Right
Aligning to the Centre
Aligning Left

Charts and Pictures

Understanding the Charting Process
Choosing the Right Chart
Using a Recommended Chart
Creating a New Chart From Scratch
Working With an Embedded Chart
Resizing a Chart
Repositioning a Chart
Creating a Chart Sheet
Changing the Chart Type
Changing the Chart Layout
Changing the Chart Style
Inserting a Picture
Modifying an Inserted Picture

Printing Workbooks

Understanding Printing
Previewing Before You Print
Selecting a Printer
Printing a Range
Printing an Entire Workbook
The Print Options

Customising Workbooks

Understanding Worksheets
Changing the Worksheet View
Worksheet Zooming
Navigating a Workbook
Understanding Page Layout
Using Built in Margins
Setting Custom Margins
Changing Margins by Dragging
Changing Orientation
Understanding Excel Options
Personalising Excel
Setting the Default Font
Setting the Default File Location

Introducing PowerPoint

Starting PowerPoint From the Desktop
Creating a New Blank Presentation
The PowerPoint Screen
How Microsoft PowerPoint 2013 Works
Opening a Presentation
Opening Multiple Presentations
Switching Between Open Presentations
Understanding Presentation Views
Changing Presentation Views
Navigating a Presentation
Using the Zoom Tool
Closing a Presentation
Opening a Recent Presentation

Your First Presentation

Planning a Presentation
Make It Readable
Perfect Presentation Layouts
Presentation Methods and Hardware
Creating a Presentation Based on a Theme
Applying Theme Variants
Typing Text Into a Slide
Inserting New Slides
Typing Text Using the Outline Pane
Applying Slide Transitions
Saving a Presentation
Previewing a Slide Show

Slide Layouts

Understanding Slide Layouts
Inserting a Title Slide
Inserting a Title and Content Slide
Inserting a Section Header Slide
Inserting a Table
Inserting a Picture With Caption Slide
Inserting a Chart
Changing the Slide Layout

Working With Text and Images

Editing Text
Applying Font Formatting
Applying Paragraph Formatting
Moving and Resizing Placeholders
Converting Text to SmartArt
Applying WordArt to Text
Changing Text Colour
Inserting a Picture From File

Inserting an Online Picture
Resizing an Image
Positioning an Image
Inserting Clip Art
Modifying Graphics
Rotating and Flipping Clip Art
Removing an Image Background
Cropping an Image

Animations and Transitions

Understanding Animation
Animating Text
Animating Objects
Applying Multiple Effects
Applying Motion Paths
The Animation Pane
Setting the Timing
Animating SmartArt Graphics
Using Slide Transitions

Preparing for Presentations

Using Slide Sorter View
Reusing Slides
Adding Sections
Adding Notes to Your Slides
Slide Numbers
About Hyperlinks
Creating an Internal Hyperlink
Creating a Hyperlink to Another Presentation
Creating a Hyperlink to Another Application
Keyboard Shortcuts for Navigating Slide Shows
Using Resume Reading
Presenting a Slide Show

Printing and Sharing

Checking Spelling
Previewing Slides
Printing Slides
Printing Handouts
Printing Notes Pages
Packaging Presentations for CD
Saving a Presentation as a PDF Document
Saving a Presentation as a Video
Sending a Presentation via Email
Presenting a Slide Show Online
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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