



INFOCUS COURSEWARE

ICTICT102 Operate Word Processing Applications

Microsoft Word 2016



Product Code: INF1761

ISBN: 978-1-925526-31-8

❖ General Description

The skills and knowledge acquired in ICTICT102 Operate Word Processing Applications are sufficient to be able to operate word processing applications and perform basic operations, including creating and formatting documents, creating tables and printing documents. It applies to individuals in the workplace using fundamental knowledge of word-processing under direct supervision or with limited responsibility.

❖ 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
- format paragraphs
- work effectively with features that affect the page layout of your document
- work with multiple documents
- apply styles and themes
- cut and copy information within and between documents
- insert headers and footers into a document
- save various kinds of documents
- create and modify tables
- insert and work with pictures in a **Word** document
- enhance and correct pictures
- print a document

❖ Prerequisites

ICTICT102 Operate Word Processing Applications assumes little or no knowledge of Microsoft Word 2016. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

130 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

❖ 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.

This information sheet was produced on Wednesday, January 24, 2018 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



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Contents

Applying WHS Practices

- Risks and Hazards in the Office
- Setting Up an Ergonomic Workstation
- Breaks and Exercises
- Ensuring a Healthy Work Environment

Getting Started With Word

- Starting Word From the Desktop
- Understanding the Start Screen
- Creating a New Blank Document
- The Word Screen
- How Microsoft Word 2016 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

Working With Paragraphs

- 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
- Inserting Page Numbers

Multiple Documents

- Opening Multiple Documents
- Switching Between Open Documents
- Arranging All

Themes and Styles

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

Cutting and Copying

- Understanding Cutting and Copying
- Cutting and Pasting
- Copying and Pasting
- Copying Between Documents
- Pasting Between Documents

Headers and Footers

- Understanding Headers and Footers
- Inserting Headers and Footers
- Switching Between Headers and Footers

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
- Saving a Document as a PDF Document
- Saving a Document for the Web

Tables

- Using Default Tabs
- Setting Tabs on the Ruler
- Understanding Tables
- Creating a Table
- Adding Data to a Table
- Selecting in Tables Using the Ribbon
- Selecting in Tables Using the Mouse
- Inserting Columns and Rows
- Deleting Columns and Rows
- Changing Column Widths
- Changing Row Heights
- Autofitting Columns
- Shading Cells
- Modifying Borders
- Choosing a Table Style

Pictures

- Understanding Pictures
- Inserting a Picture
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- Resizing a Picture
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Enhancing Pictures

- Removing a Picture Background
- Correcting Pictures
- Colouring Pictures
- Applying Artistic Effects
- Applying Shadows and Reflections
- Applying Picture Styles to Images
- Repositioning Pictures
- The Format Picture Pane
- Cropping Pictures Accurately
- Changing the Picture Layout

Printing Your Documents

- Understanding Printing
- Previewing Your Document
- Quick Printing
- Selecting a Printer
- Printing the Current Page



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Specifying a Range of Pages
Specifying the Number of Copies
Printing a Sheet of Address Labels

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Unit Mapping

This unit describes the skills and knowledge required to operate word-processing applications and perform basic operations, including creating and formatting documents, creating tables and printing labels.

	Performance Criteria	Location
1	Apply workplace health and safety (WHS) practices	
1.1	Use workplace ergonomic work practices and strategies	Chapter 1: Applying WHS Practices
1.2	Organise work area to ensure an ergonomic work environment	Chapter 1: Applying WHS Practices
2	Create documents	
2.1	Open word-processing application, create document and add data according to information requirements	Chapter 2: Getting Started With Word, Chapter 3: Your First Document
2.2	Use document templates as required	Chapter 3: Your First Document
2.3	Use simple formatting tools when creating the document	Chapter 5: Text Appearance, Chapter 6: Working With Paragraphs
2.4	Save document to directory	Chapter 12: Saving Documents, Chapter 3: Your First Document
3	Customise basic settings to meet page layout conventions	
3.1	Adjust page layout to meet information requirements	Chapter 7: Working With Pages
3.2	Open and view different toolbars	Chapter 2: Getting Started With Word
3.3	Change font format to suit document purpose	Chapter 5: Text Appearance, Chapter 6: Working With Paragraphs
3.4	Change alignment and line spacing according to document information requirements	Chapter 5: Text Appearance, Chapter 6: Working With Paragraphs
3.5	Modify margins to suit the document purpose	Chapter 7: Working With Pages
3.6	Open and switch between several documents	Chapter 8: Multiple Documents
4	Format documents	
4.1	Use formatting features and styles as required	Chapter 5: Text Appearance, Chapter 6: Working With Paragraphs
4.2	Highlight and copy text from another area in the document or from another active document	Chapter 10: Cutting and Copying
4.3	Insert headers and footers to incorporate necessary data	Chapter 11: Headers and Footers
4.4	Save document in another file format	Chapter 12: Saving Documents
4.5	Save and close document to a storage device	Chapter 12: Saving Documents, Chapter 3: Your First Document
5	Create tables	
5.1	Insert standard table into document	Chapter 13: Tables
5.2	Change cells to meet information requirements	Chapter 13: Tables
5.3	Insert and delete columns and rows as necessary	Chapter 13: Tables
5.4	Use formatting tools according to style requirements	Chapter 13: Tables
6	Add images	
6.1	Insert appropriate images into document and customise as necessary	Chapter 14: Pictures, Chapter 15: Enhancing Pictures
6.2	Position and resize images to meet document formatting needs	Chapter 14: Pictures, Chapter 15: Enhancing Pictures
7	Print documents	
7.1	Preview document in print preview mode	Chapter 16: Printing Your Documents
7.2	Select basic print settings	Chapter 16: Printing Your Documents
7.3	Print document or part of document from printer	Chapter 16: Printing Your Documents



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