❖ **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.

Product Information

Contents

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

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