❖ **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
- format paragraphs
- work effectively with features that affect the page layout of your document
- learn how to work with section breaks
- apply styles and themes
- insert headers and footers into a document
- save various kinds of documents
- print a document
- create new workbooks in *Microsoft Excel*
- understand, create and work with formulas and functions
- use font formatting techniques
- align the contents of cells in a number of ways
- insert pictures or create charts in a workbook
- print data from workbooks
- customise *Microsoft Excel* workbooks
- work with the basic features of *PowerPoint*
- work with presentations
- create a new presentation
- work with the various slide layouts
- insert text into a slide and apply basic formatting
- insert and edit images
- create animations in a presentation
- navigate a slide show in *PowerPoint*
- use a range of printing techniques
- save and share your presentations in other formats

❖ **Prerequisites**

ICTICT203 Operate Application Software Packages assumes little or no knowledge of Microsoft Word, Excel and PowerPoint 2016.

❖ **Topic Sheets**

262 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

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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**.

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AUSTRALIAN MADE & OWNED

ICTICT203 Operate Application Software Packages
Word, Excel and PowerPoint 2016

InFocus Courseware

WP: WATSONIA PUBLISHING

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Contents

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Formulas That Multiply and Divide
Understanding Functions
Using the SUM Function to Add
Common Error Messages

Font Formatting
Understanding Font Formatting
Changing Fonts
Changing Font Size
Making Cells Bold
Italicising Text
Underlining Text
Changing Font Colours
Using the Format Painter

Cell Alignment
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

Getting to Know PowerPoint
Starting PowerPoint From the Desktop
Creating a New Blank Presentation
The PowerPoint Screen
How Microsoft PowerPoint 2016 Works

Working With Presentations
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
Editing Text

Checking Spelling
Applying Font Formatting
Applying Paragraph Formatting
Moving and Resizing Placeholders
Applying WordArt to Text
Converting Text to SmartArt
Changing Text Colour

Images
Inserting a Picture From File
Inserting an Online Picture
Resizing an Image
Positioning an Image
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 Your Presentation
Previewing Slides
Printing Slides
Printing Handouts
Printing Notes Pages

Saving and Sharing Presentations
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
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 Paragraphs, Chapter 7: Working With Pages, Chapter 8: Section Breaks, Chapter 9: Themes and Styles, Chapter 10: Headers and Footers
2.4	Match document requirements with software functions to provide efficient production of documents	Assumed throughout chapters 2 - 12
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 Paragraphs, Chapter 7: Working With Pages, Chapter 8: Section Breaks
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 11: Saving Documents, Chapter 12: Printing Your Documents
3	**Use appropriate spreadsheet software**	
3.1	Select spreadsheet software appropriate to perform activity	Chapter 13: Creating Workbooks
3.2	Identify document purpose, audience and presentation requirements, and clarify with personnel as required	Chapter 13: Creating Workbooks
3.3	Enter simple formulas and functions using cell referencing where required	Chapter 13: Creating Workbooks, Chapter 14: Formulas and Functions
3.4	Customise spreadsheet settings to meet requirements	Chapter 13: Creating Workbooks, Chapter 15: Font Formatting, Chapter 16: Cell Alignment, Chapter 17: Charts and Pictures, Chapter 18: Printing Workbooks, Chapter 19: 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 13: Creating Workbooks, Chapter 18: Printing Workbooks
4	**Use a third application software package**	
4.1	Select software application package appropriate to perform activity	Chapter 20: Getting to Know PowerPoint, Chapter 22: Your First Presentation
4.2	Identify purpose, audience and presentation requirements, and clarify with personnel as required	Chapter 22: Your First Presentation
4.3	Use technical functions, other data and formatting to finalise documents	Chapter 22: Your First Presentation, Chapter 23: Slide Layouts, Chapter 24: Working With Text, Chapter 25: Images, Chapter 26: Animations and Transitions, Chapter 27: Preparing for Presentations, Chapter 28: Printing Your Presentation, Chapter 29: Saving and Sharing Presentations
4.4	Ensure documents are named and stored in appropriate directories or folders and printed to required specifications	Chapter 22: Your First Presentation, Chapter 28: Printing Your Presentation, Chapter 29: Saving and Sharing Presentations

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