



INFocus COURSEWARE

# ICTICT203 Operate Application Software Packages

Word, Excel and PowerPoint 2016



Product Code: INF1770

ISBN: 978-1-925526-93-6

## ❖ 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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❖ Formats Available

❖ Companion Products

on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

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

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](http://www.watsoniapublishing.com).

*This information sheet was produced on Friday, February 02, 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
- 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

- 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

### Section 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
- Easy Formatting
- Printing a Worksheet
- Safely Closing a Workbook
- Opening an Existing Workbook

### Formulas and Functions

- Understanding Formulas
- Creating Formulas That Add
- Creating Formulas That Subtract



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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



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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   |
|----------|---|--|
| <b>1</b> | <b>Use appropriate workplace health and safety (WHS) office work practices</b>  |  |
| 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  |
| <b>2</b> | <b>Use appropriate word-processing software</b>   |  |
| 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  |
| <b>3</b> | <b>Use appropriate spreadsheet software</b>   |  |
| 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   |
| <b>4</b> | <b>Use a third application software package</b>   |  |
| 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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