

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 <i>Word</i> create a new 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 <i>Microsoft Excel</i> 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 <i>Microsoft Excel</i> workbooks work with the basic features of <i>PowerPoint</i> work with the various slide layouts insert and edit images create a new presentation work with the various slide layouts insert and edit images create animations in a presentation navigate a slide show in <i>PowerPoint</i> 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	



47 Greenaway Street Bulleen VIC 3105 Australia ABN 64 060 335 748 Phone: (+61) 3 9851 4000 Fax: (+61) 3 9851 4001 info@watsoniapublishing.com www.watsoniapublishing.com



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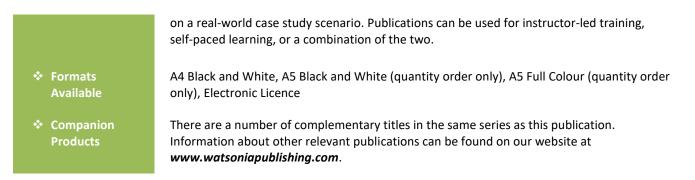
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47 Greenaway Street Bulleen VIC 3105 Australia ABN 64 060 335 748 Phone: (+61) 3 9851 4000 Fax: (+61) 3 9851 4001 info@watsoniapublishing.com www.watsoniapublishing.com Headers and Footers in Long Documents Inserting First Page Headers and Footers Inserting Different Odd and Even Pages

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47 Greenaway Street Bulleen VIC 3105 Australia ABN 64 060 335 748 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

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Phone: (+61) 3 9851 4000 Fax: (+61) 3 9851 4001 info@watsoniapublishing.com www.watsoniapublishing.com 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

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Printing Your Presentation

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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
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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