❖ **General Description**

The skills and knowledge acquired are sufficient to create simple spreadsheets and databases as described in the competencies.

❖ **Learning Outcomes**

At the completion of this course you should be able to:

➢ explain the various hardware components of the computer
➢ understand the role of software on the computer and the different types of software available for the computer
➢ navigate your way around *Microsoft Excel 2010*
➢ create a new workbook
➢ understand and work with ranges in a worksheet
➢ understand, create and work with formulas and functions used to perform calculations
➢ copy and paste data in *Excel*
➢ make changes to data in a workbook
➢ use font formatting techniques to greatly enhance the look of a worksheet
➢ align the contents of cells in a number of ways
➢ understand and use the number formatting features in *Excel*
➢ sort data in a list in a worksheet
➢ print your workbook data
➢ create effective charts in *Microsoft Excel*
➢ understand how *Access* is used and how to navigate around it
➢ design a database with lookup tables
➢ create a database structure using *Access 2010*
➢ modify the structure of an existing table
➢ add records to a new table
➢ add transactional records to a lookup database
➢ work with the records in a database table
➢ sort and filter records in a table
➢ create simple and effective queries
➢ perform more advanced queries using a variety of querying techniques
➢ create meaningful reports from tables
➢ create and use a variety of forms

❖ **Target Audience**

This manual is designed for students studying the elective units *ICAU2005B Operate computer hardware*, *ICAU1130B Operate a spreadsheet application* and *ICAU1131B Operate a database application*, as part of the *ICA10105 Certificate I in Information Technology*.

❖ **Prerequisites**

The book assumes little or no knowledge of the software Microsoft Excel and Access 2010. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment consistent with the IT competency *ICAU1128B Operate a personal computer*.

❖ **Pages**

298 pages

❖ **Student Files**

Many of the topics in the publication require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is *INF871*.

❖ **Includes**

This *Workbook* includes:

✓ Complete and comprehensive learning resources,
✓ Work-related exercises designed to allow the student to learn, develop and practice skills and knowledge and to work within designated timeframes.

Product Information

❖ **Formats Available**

❖ *A4* Black and White, *A5* Black and White (quantity order only), *A5* Full Colour (quantity order only), Electronic licence

❖ Available also as a *Reference Booklet* (Product Code: **RB - INF871**)

❖ **Additional Teaching Resources**

A *Teacher Resource CD* is available for this workbook (sold separately) which includes a comprehensive test bank, solutions to all practice exercises and assessment activities, more detailed unit mapping documents, learning and assessment plans, additional assessment activities, and a teacher's handbook.

This information sheet was produced on Friday, January 28, 2011 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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Certificate I in Information Technology
Elective Units (Microsoft Office 2010)

INFOCUS COURSEWARE

Curriculum Series 3A

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