Operate Word Processing Applications
ICAICT102A

INFOCUS COURSEWARE

Microsoft Word 2010

WATSONIA PUBLISHING

Curriculum Series ICT11

Order Code: INF901   ISBN: 978-1-925179-01-9

❖ **General Description**

The skills and knowledge acquired in *Operate Word Processing Applications ICAICT201A* are sufficient to be able to operate word-processing applications and perform basic operations, including creating and formatting documents, creating tables and printing 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
➢ apply formatting effects to a document
➢ work effectively with features that affect the page layout of your document
➢ work with multiple documents
➢ understand and apply themes and styles to a document
➢ cut and copy information within and between documents
➢ insert headers and footers into a document
➢ save documents in a variety of formats, locations and with different names
➢ create and modify tables
➢ insert and work with pictures in a *Word* document
➢ print a document

❖ **Target Audience**

This unit of courseware applies to workers who perform a range of routine tasks in the workplace using fundamental knowledge of word processing under direct supervision or with limited responsibility. Operating a word-processing application is a core function and essential skill for most businesses.

❖ **Prerequisites**

This unit assumes little or no knowledge of word processing applications. However, it would be beneficial to have a general understanding of personal computers and the computer operating system environment.

❖ **Pages**

142 pages

❖ **Student Files**

Many of the topics in this courseware 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 *INF901*.

❖ **Includes**

This *Unit Workbook* includes:
✓ Competency unit mapping
✓ Complete and comprehensive learning resources

❖ **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 - INF901*)

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Product Information

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