



Operate Application Software Packages ICAICT203A



WATSONIA PUBLISHING

Microsoft Word, Excel and PowerPoint 2010

INFOCUS COURSEWARE

Curriculum Series ICT11

Order Code: INF910

ISBN: 978-1-925179-10-1

❖ General Description

The skills and knowledge acquired in Operate Application Software Packages are sufficient to identify, select and operate three commercial software packages, including a word processing and a spreadsheet application package.

❖ Learning Outcomes

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

- work safely with your computer, consider your impact on the environment and manage files and folders efficiently.
- 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
- understand and apply themes and styles to a document
- insert headers and footers into a document
- save documents in a variety of formats, locations and with different names
- print a document
- create new workbooks in **Microsoft Excel**
- use formatting techniques to greatly enhance the look of a workbook
- insert pictures and create charts in a workbook
- print your workbook data
- work with various elements of a worksheet
- work with the basic features of **PowerPoint**
- create a new presentation
- work with the various slide layouts
- insert text onto a slide and apply basic formatting
- create animations in a presentation
- navigate a slide show in **PowerPoint**
- use a range of printing techniques

❖ Target Audience

Operate Application Software Packages applies to information and communications technology (ICT) personnel who need to use several different software applications to produce diverse documents within a small to large office environment.

❖ Prerequisites

Operate Application Software Packages ICAICT203A assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Pages

272 pages

❖ Student Files

Many of the topics in **Operate Application Software Packages ICAICT203A** 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 **INF910**.

❖ 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 - INF910**)

This information sheet was produced on Thursday, October 18, 2012 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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Product Information



Contents

➤ General Computer Operation

- ✓ Risks And Hazards In The Office
- ✓ Setting Up An Ergonomic Workstation
- ✓ Breaks And Exercises
- ✓ Ensuring A Healthy Work Environment
- ✓ Healthier Computer Screens

➤ Getting To Know Microsoft Word

- ✓ Starting Word
- ✓ The Word Screen
- ✓ How Microsoft Word 2010 Works
- ✓ Using The Ribbon
- ✓ Understanding The Backstage View
- ✓ Using Shortcut Menus
- ✓ Understanding Dialog Boxes
- ✓ Understanding The Quick Access Toolbar
- ✓ Exiting Safely From Word

➤ Creating A New Document

- ✓ Creating Documents In Word
- ✓ Using The Blank Document Template
- ✓ Typing Text
- ✓ Saving A New Document
- ✓ Typing Numbers
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- ✓ Making Basic Changes
- ✓ Saving An Existing Document
- ✓ Safely Closing A Document
- ✓ Understanding Templates
- ✓ Using A Sample Template

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- ✓ Navigating With The Keyboard
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➤ Document Formatting

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- ✓ Changing Paper Sizing
- ✓ Inserting Page Breaks
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➤ Saving Documents

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- ✓ Underlining Text
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- ✓ Aligning Right
- ✓ Aligning To The Centre
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➤ Charts And Pictures

- ✓ Understanding The Charting Process
- ✓ Choosing The Chart Type
- ✓ Creating A New Chart
- ✓ Working With An Embedded Chart
- ✓ Resizing A Chart
- ✓ Dragging A Chart





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- ✓ Creating A Chart Sheet
- ✓ Changing The Chart Type
- ✓ Changing The Chart Layout
- ✓ Changing The Chart Style
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- ✓ Modifying An Inserted Picture

➤ Printing

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➤ Getting To Know PowerPoint

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- ✓ The PowerPoint Screen
- ✓ How Microsoft PowerPoint 2010 Works
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- ✓ Switching Between Open Presentations
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➤ Creating A Presentation

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- ✓ Presentation Methods And Hardware
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- ✓ Creating A Presentation Based On A Template
- ✓ Creating A Presentation Based On A Theme
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- ✓ Saving A Presentation As A PDF Document

- ✓ Saving A Presentation As A Video
- ✓ Sending A Presentation Via Email
- ✓ Broadcasting A Slide Show
- ✓ Saving To A Storage Device

➤ Concluding Remarks



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