



# Operate Application Software Packages ICAICT203A



WATSONIA PUBLISHING

## Microsoft Word, Excel and PowerPoint 2010

INFOCUS COURSEWARE

Curriculum Series ICT11

Order Code: INF910

ISBN: 978-1-921939-46-4

### ❖ 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](http://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**)

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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
- ✓ 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

### ➤ Document Formatting

- ✓ 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
- ✓ Changing Text Alignments

- ✓ Changing Paragraph Spacing
- ✓ Indenting Paragraphs
- ✓ Starting A Bulleted List
- ✓ Starting A Numbered List
- ✓ Shading Paragraphs
- ✓ Applying Borders To Paragraphs

### ➤ Page Layout

- ✓ Changing Page Margins
- ✓ Changing Page Orientation
- ✓ Changing Paper Sizing
- ✓ Inserting Page 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
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- ✓ 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 Computer Filing
- ✓ Understanding Naming Conventions
- ✓ Saving With A Different File Name
- ✓ Saving In A Different Location
- ✓ Saving A Document For Version Compatibility

### ➤ Printing

- ✓ Understanding Printing

- ✓ Previewing Your Document
- ✓ Quick Printing
- ✓ Selecting A Printer
- ✓ Printing The Current Page
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- ✓ Specifying The Number Of Copies

### ➤ Creating Workbooks

- ✓ Understanding How Spreadsheets Work
- ✓ Understanding Spreadsheet Functionality
- ✓ Starting Microsoft Excel 2010
- ✓ Understanding Workbooks
- ✓ Using The Blank Workbook Template
- ✓ Typing Text Into A Worksheet
- ✓ Saving Your New Workbook
- ✓ Typing Numbers Into A Worksheet
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- ✓ Easy Formulas
- ✓ Typing Dates Into A Worksheet
- ✓ Easy Formatting
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- ✓ Making Basic Changes
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- ✓ Opening An Existing Workbook
- ✓ Understanding Formulas
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- ✓ Creating Formulas That Subtract
- ✓ Formulas That Multiply And Divide
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- ✓ Using The SUM Function To Add
- ✓ Common Error Messages

### ➤ Formatting Workbooks

- ✓ Understanding Font Formatting
- ✓ Changing Fonts
- ✓ Changing Font Size
- ✓ Making Cells Bold
- ✓ Italicising Text
- ✓ Underlining Text
- ✓ Changing Font Colours
- ✓ Using The Format Painter
- ✓ Understanding Cell Alignment
- ✓ Aligning Right
- ✓ Aligning To The Centre
- ✓ Aligning Left

### ➤ 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
- ✓ Inserting A Picture
- ✓ Modifying An Inserted Picture

### ➤ Printing

- ✓ Understanding Printing
- ✓ Previewing Before You Print
- ✓ Selecting A Printer
- ✓ Printing A Range
- ✓ Printing An Entire Workbook
- ✓ The Print Options

### ➤ Working With A Worksheet

- ✓ Understanding Worksheets
- ✓ Changing Worksheet Views
- ✓ Worksheet Zooming
- ✓ Switching Between Worksheets
- ✓ Understanding Page Layout
- ✓ Using Built-In Margins
- ✓ Setting Custom Margins
- ✓ Changing Margins By Dragging
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- ✓ Personalising Excel
- ✓ Setting The Default Font
- ✓ Setting The Default File Location

### ➤ Getting To Know PowerPoint

- ✓ Starting PowerPoint
- ✓ The PowerPoint Screen
- ✓ How Microsoft PowerPoint 2010 Works
- ✓ Opening A Presentation
- ✓ Switching Between Open Presentations
- ✓ Understanding PowerPoint Views
- ✓ Changing Presentation Views
- ✓ Navigating A Presentation
- ✓ Using The Zoom Tool
- ✓ Closing A Presentation
- ✓ Opening A Recent Presentation

### ➤ Creating A Presentation

- ✓ Planning A Presentation
- ✓ Presentation Methods And Hardware
- ✓ Principles Of Effective Presentation Design
- ✓ Creating A Blank Presentation
- ✓ Creating A Presentation Based On A Template
- ✓ Creating A Presentation Based On A Theme
- ✓ Typing Text In The Outline Pane
- ✓ Saving A Presentation
- ✓ Adding Slides And Text
- ✓ Previewing A Slide Show

### ➤ Slide Layouts

- ✓ Understanding Slide Layouts
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- ✓ Inserting A Title And Content Slide
- ✓ Inserting A Section Header Slide
- ✓ Inserting A Table
- ✓ Inserting A Picture With Caption Slide
- ✓ Inserting A Chart
- ✓ Applying A Different Layout To A Slide

### ➤ Working With Text

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- ✓ Editing Text
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- ✓ Applying Font Formatting
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- ✓ Resizing An Image
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- ✓ Creating An Internal Hyperlink
- ✓ Creating A Hyperlink To Another Presentation
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- ✓ Presenting A Slide Show

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- ✓ Checking The Spelling
- ✓ Previewing Slides
- ✓ Printing Slides
- ✓ Printing Handouts
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- ✓ Packaging Presentations For CD
- ✓ 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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Product Information