



INFOCUS COURSEWARE

# ICTICT204 Operate a Digital Media Technology Package

Microsoft Word and PowerPoint 2013



Product Code: INF1186

ISBN: 978-1-925298-88-8

## ❖ General Description

The skills and knowledge acquired in ICTICT204 Operate a Digital Media Technology Package are sufficient to be able to identify, select and use a digital media package and supporting technologies to produce a variety of media rich documents. It applies to individuals who may work under supervision within a small to large office environment and have responsibility for completion of designated tasks, using a range of practical skills and basic technical knowledge.

## ❖ 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
- identify the requirements of a design brief, and identify and select the best application for the job
- use **Microsoft Word** for creating simple digital designs
- use **Microsoft PowerPoint** for creating simple electronic presentations
- review and make final changes to a digital media design created in **Microsoft Word**
- review and make final changes to a digital media design created in **Microsoft PowerPoint**

## ❖ Prerequisites

ICTICT204 Operate a Digital Media Technology Package assumes some knowledge of both Microsoft Word 2013 and Microsoft PowerPoint 2013, as well as a general understanding of personal computers and the Windows operating system environment.

## ❖ Topic Sheets

63 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 on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

## ❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

## ❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at [www.watsoniapublishing.com](http://www.watsoniapublishing.com).

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### Reviewing Your Presentation

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### Unit Mapping

This unit describes the skills and knowledge required to identify, select and use a digital media package and supporting technologies to produce a variety of media rich documents.

	Performance Criteria	Location
<b>1</b>	<b>Use appropriate workplace health and safety (WHS) office work practices</b>	
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
<b>2</b>	<b>Identify and select appropriate digital media package</b>	
2.1	Identify the basic requirements of a design brief, including user environment	Chapter 2: Digital Media Packages
2.2	Research and review suitable available digital media packages	Chapter 2: Digital Media Packages
2.3	Select an appropriate digital media package to meet design brief requirements	Chapter 2: Digital Media Packages
<b>3</b>	<b>Use digital media package</b>	
3.1	Procure or create suitable data to meet requirements of the brief	Chapter 3: Using Word for Digital Designs, Chapter 4: Using PowerPoint
3.2	Manipulate data using digital media package tools	Chapter 3: Using Word for Digital Designs, Chapter 4: Using PowerPoint
3.3	Ensure naming and storing of documents in appropriate file format in directories or folders	Chapter 3: Using Word for Digital Designs, Chapter 4: Using PowerPoint
<b>4</b>	<b>Review digital media design</b>	
4.1	Evaluate design for creative, dramatic and technical quality, file size, and suitability to meet the brief	Chapter 5: Reviewing Your Word Design, Chapter 6: Reviewing Your Presentation
4.2	Test and run any incorporated graphics, video or sound as part of a digital media presentation and present designs in the appropriate format	Chapter 5: Reviewing Your Word Design, Chapter 6: Reviewing Your Presentation
4.3	Review final product against design brief	Chapter 5: Reviewing Your Word Design, Chapter 6: Reviewing Your Presentation

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