



INFOCUS COURSEWARE

ICTICT204 Operate a Digital Media Technology Package

Microsoft Word and PowerPoint 2016



Product Code: INF1771

ISBN: 978-1-925526-41-7

❖ 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 2016 and Microsoft PowerPoint 2016, 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.

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Contents

Applying WHS Practices

- Risks and Hazards in the Office
- Setting Up an Ergonomic Workstation
- Activity - Ergonomic Workstations
- Breaks and Exercises
- Research - Breaks and Exercises
- Ensuring a Healthy Work Environment
- Research - Healthy Work Environment
- Healthier Computer Screens
- Activity - Healthier Computer Screens
- Environmentally Friendly Computing

Digital Media Packages

- Identifying the Requirements of a Design Brief
- Activity - Requirements of a Design Brief
- Research - Requirements of a Design Brief
- Discuss - Requirements of a Design Brief
- Researching Digital Media Packages
- Activity - Researching Digital Media Packages
- Research - Researching Digital Media Packages
- Discuss - Researching Digital Media Packages
- Selecting Digital Media Packages
- Activity - Selecting Digital Media Packages
- Research - Selecting Digital Media Packages
- Discuss - Selecting Digital Media Packages

Using Word for Digital Designs

- The Design Brief
- Adding Text
- Saving a New Document
- Formatting Text
- Applying a Theme
- Inserting a Picture
- Formatting a Picture
- Inserting a Header

- Understanding PDF
- Saving a Document as a PDF
- Saving a Document as a Web Page

Using PowerPoint

- The Design Brief
- Adding Text
- Saving a Presentation
- Applying a Theme
- Inserting Slides
- Inserting Pictures
- Resizing Pictures
- Positioning Pictures
- Applying a Picture Style
- Inserting an Audio Clip
- Applying Slide Transitions
- Setting Up a Self-Running Presentation

Reviewing Your Word Design

- From the Design Brief
- Checking the Word Document
- Checking the Spelling
- Checking the PDF File
- Checking the Web Page
- So How Did We Go

Reviewing Your Presentation

- From the Design Brief
- Reviewing the Slide Show
- Inserting a Logo
- Inserting a Text Box
- Correcting Pictures
- So How Did We Go



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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
1	Use appropriate workplace health and safety (WHS) office work practices	
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
2	Identify and select appropriate digital media package	
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
3	Use digital media package	
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
4	Review digital media design	
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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