



INFOCUS COURSEWARE

# Certificate I in Information Technology

## Core Units (Microsoft Office 2010)



Curriculum Series 3A

Order Code: INF870

ISBN: 978-1-921721-36-6

### ❖ General Description

This course will enable a person to perform basic ICT functions using a personal computer and to engage in online activities such as searching for information on the internet and sending/receiving email.

### ❖ Learning Outcomes

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

- understand many of the general concepts of computing such as hardware, software, types of computers and the like
- gain an overview of **Windows 7** including windows and menus
- use the **Start** menu and **Taskbar** to open and manage programs
- navigate the folder hierarchy and work with folders
- manage files on the computer
- understand the purpose and function of libraries, and how to manage libraries
- work with the **Recycle Bin** to manage deleted items
- use **Windows 7's** search facility to locate files on your computer
- manage your printer and printing tasks in **Windows 7**
- work with the basic features of **Word**
- create a new document
- work with a document
- select and work with text in a document
- use a range of font formatting techniques
- format paragraphs
- work effectively with features that affect the page layout of your document
- create and modify tables
- work with multiple documents
- use the **Mail Merge Wizard** to perform mail merges
- insert and work with pictures in a **Word** document
- use a range of basic techniques in **Internet Explorer**
- effectively search the web for the information that you want
- create and work with favourites
- use a range of printing techniques
- research on the **Web** using an encyclopedia and understand your rights and responsibilities
- understand the rules of correct behaviour on the **Web** and when using the **Internet**
- gain an overview of the benefits of email
- start **Outlook 2010** and navigate the various features
- create and send email messages
- receive emails in your **Inbox**
- use many **Outlook** features as you work with email messages
- create and work with contacts

### ❖ Target Audience

This title is designed to serve as a learning resource for people undertaking the study of the qualification **ICA10105 Certificate I in Information Technology** and cover the core competencies; ICAU1128B Operate a personal computer, ICAU1129B Operate a word processing application and ICAU1133B Send and retrieve information using web browsers and email.

### ❖ Prerequisites

The publication assumes no prior knowledge on the part of the reader.

### ❖ Pages

406 pages



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### ❖ Student Files

Many of the topics in *ICA10105 Certificate I in Information Technology Core Units (Microsoft Office 2010)* 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 **INF870**.

### ❖ Includes

This *Workbook* includes:

- ✓ Complete and comprehensive learning resources,
- ✓ Work-related exercises designed to allow the student to learn, develop and practice skills and knowledge and to work within designated timeframes.

### ❖ 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 - INF870**)

### ❖ Additional Teaching Resources

A *Teacher Resource CD* is available for this workbook (sold separately) which includes a comprehensive test bank, practice exercises, solutions to all practice exercises and assessment activities, detailed unit mapping documents, learning and assessment plans, additional assessment activities, and a teacher's handbook.

*This information sheet was produced on Friday, January 28, 2011 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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- ✓ Types Of Computers
- ✓ Types Of Personal Computers
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- ✓ Using Shortcut Menus
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- ✓ Understanding The Quick Access Toolbar
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- ✓ Exiting Safely From Word



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### > Creating A New Document

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### ➤ Internet Explorer Basics

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### ➤ Concluding Remarks



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