



Operate a Digital Media Technology Package ICAICT204A – Microsoft Word and PowerPoint 2010



INFOCUS COURSEWARE

Curriculum Series ICT11

Order Code: INF906

ISBN: 978-1-921939-36-5

❖ General Description

The skills and knowledge acquired in **Operate a Digital Media Technology Package ICAICT204A - Microsoft Word and PowerPoint 2010** are sufficient to be able work with graphics, sound and much more.

❖ Learning Outcomes

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

- use appropriate **OHS** office work practices
- 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 **PowerPoint** to create an electronic presentation
- review a digital media design
- review and make final changes to your design

❖ Target Audience

Operate a Digital Media Technology Package ICAICT204A - Microsoft Word and PowerPoint 2010 is designed for users who are keen to learn how to produce a variety of media rich documents within a small to large office environment.

❖ Prerequisites

Operate a Digital Media Technology Package ICAICT204A - Microsoft Word and PowerPoint 2010 assumes some knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Pages

76 pages

❖ Student Files

Many of the topics in **Operate a Digital Media Technology Package ICAICT204A - Microsoft Word and PowerPoint 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. Simply follow the student files link on the home page. You will need the product code for this course which is **INF906**.

❖ Includes

This *Unit Workbook* includes:

- ✓ Competency unit mapping,
- ✓ Complete and comprehensive learning resources,
- ✓ Work-related practice exercises designed to allow the student to develop and practice skills and knowledge and to work within designated timeframes,
- ✓ Comprehensive integrated assessment assignment.

❖ 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 - INF906**)

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47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information



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Contents

➤ Applying OHS Practices

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

➤ Digital Media Packages

- ✓ Identifying The Requirements Of A Design Brief
- ✓ Researching Digital Media Packages
- ✓ Selecting Digital Media Packages

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- ✓ Adding Text
- ✓ Saving A New Document
- ✓ Formatting Text
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- ✓ Inserting A Picture
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- ✓ Understanding PDF
- ✓ Saving A Document As A PDF
- ✓ Saving A Document As A Web Page

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- ✓ Setting Up A Self-Running Presentation

➤ Reviewing Your Word Digital 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 PowerPoint Design

- ✓ Reviewing The Slide Show
- ✓ Inserting A Logo
- ✓ Inserting A Text Box
- ✓ Correcting Pictures
- ✓ So, How Did We Go?

➤ Concluding Remarks



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