



INFOCUS COURSEWARE

ICAICT203A Operate Application Software Packages

Word, Excel and PowerPoint 2013



Product Code: INF960

ISBN: 978-1-925298-57-4

❖ General Description

ICAICT203A Operate Application Software Packages enables you to select and use three software packages, including a word-processing and a spreadsheet application package.

❖ 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
- work with the basic features of **Word**
- create a new document
- work with a document
- use a range of font formatting techniques
- work effectively with features that affect the page layout of your document
- apply styles and themes
- 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**
- format workbooks to enhance their visual appeal
- insert pictures or create charts in a workbook
- print data from workbooks
- customise **Excel** workbooks
- open, close and navigate a presentation, and change the way you view a presentation
- create a new presentation
- work with the various slide layouts
- work with both text and images in a presentation
- create animations in a presentation
- navigate a slide show in **PowerPoint**
- print and share your presentation

❖ Prerequisites

ICAICT203A Operate Application Software Packages assumes little or no knowledge of Microsoft Word, Excel and PowerPoint 2013.

❖ Topic Sheets

257 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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Applying OHS Practices

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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
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Unit Mapping

This unit describes the performance outcomes, skills and knowledge required to identify, select and operate three commercial software packages, including a word-processing and a spreadsheet application package.

	Performance Criteria	Location
1	Use appropriate OHS office work practices	
1.1	Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are addressed	Chapter 1: Applying OHS Practices
1.2	Use wrist rests and document holders where appropriate	Chapter 1: Applying OHS Practices
1.3	Use monitor anti-glare and radiation reduction screens where appropriate	Chapter 1: Applying OHS Practices
2	Use appropriate word-processing software	
2.1	Select word-processing software appropriate to perform activity	Chapter 2: Getting Started With Word 2013
2.2	Identify document purpose, audience and presentation requirements, and clarify with personnel as required	Chapter 3: Your First Document
2.3	Identify organisational requirements for text-based business documents, and design document structure and layout to ensure consistency of style and image	Chapter 3: Your First Document, Chapter 5: Text Appearance, Chapter 6: Working With Pages, Chapter 7: Themes and Styles, Chapter 8: Headers and Footers
2.4	Match document requirements with software functions to provide efficient production of documents	Assumed throughout chapters 2 - 10
2.5	Use technical functions, other data and formatting to finalise documents	Chapter 3: Your First Document, Chapter 5: Text Appearance, Chapter 6: Working With Pages
2.6	Ensure the naming and storing of documents in appropriate directories or folders and the printing of documents to the required specifications	Chapter 3: Your First Document, Chapter 9: Saving Documents, Chapter 10: Printing Your Documents
3	Use appropriate spreadsheet software	
3.1	Select spreadsheet software appropriate to perform activity	Chapter 11: Creating Workbooks
3.2	Identify document purpose, audience and presentation requirements, and clarify with personnel as required	Chapter 11: Creating Workbooks
3.3	Enter simple formulas and functions using cell referencing where required	Chapter 11: Creating Workbooks
3.4	Customise spreadsheet settings to meet requirements	Chapter 11: Creating Workbooks, Chapter 12: Formatting Workbooks, Chapter 13: Charts and Pictures, Chapter 14: Printing Workbooks, Chapter 15: Customising Workbooks
3.5	Ensure the naming and storing of documents in appropriate directories or folders and the printing of documents to the required specifications	Chapter 11: Creating Workbooks, Chapter 14: Printing Workbooks
4	Use a third application software package	
4.1	Select software application package appropriate to perform activity	Chapter 16: Introducing PowerPoint
4.2	Identify purpose, audience and presentation requirements, and clarify with personnel as required	Chapter 17: Your First Presentation
4.3	Use technical functions, other data and formatting to finalise documents	Chapter 17: Your First Presentation, P0514, Chapter 19: Working With Text and Images, Chapter 20: Animations and Transitions, Chapter 21: Preparing for Presentations, Chapter 22: Printing and Sharing
4.4	Ensure documents are named and stored in appropriate directories or folders and printed to required specifications	Chapter 17: Your First Presentation, Chapter 22: Printing and Sharing

