



INFOCUS COURSEWARE

# ICAICT203A Operate Application Software Packages

Word, Excel and PowerPoint 2013



Product Code: INF960

ISBN: 978-1-925298-06-2

## ❖ 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](http://www.watsoniapublishing.com).

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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](mailto:info@watsoniapublishing.com)  
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### Applying OHS Practices

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- 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

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- Understanding the Start Screen
- Creating a New Blank Document
- The Word Screen
- How Microsoft Word 2013 Works
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- Understanding Dialog Boxes
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- Exiting Safely From Word

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### Formatting Workbooks

- Understanding Font Formatting



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](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)

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Changing Fonts  
Changing Font Size  
Making Cells Bold  
Italicising Text  
Underlining Text  
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Using the Format Painter  
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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
<b>1</b>	<b>Use appropriate OHS 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 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
<b>2</b>	<b>Use appropriate word-processing software</b>	
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
<b>3</b>	<b>Use appropriate spreadsheet software</b>	
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
<b>4</b>	<b>Use a third application software package</b>	
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



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