

ABC's of IC₃ Certification

Module B Key Applications

Courseware 1102/1109



Course Description

This module includes the knowledge and skills required to perform functions common to all Microsoft Windows applications with an emphasis on the common functionality between the two Microsoft Office applications, Microsoft Word and Excel. Elements include the ability to start and exit either the Word or Excel application, modify the display of toolbars and other on-screen elements, use online help, and perform file management, editing, formatting and printing functions common to Word, Excel and most Windows applications.

Courseware Outline

Unit 1: Common Elements

Lesson 1: Getting Started with Programs

- Objectives
- Sharing Common Elements
- Starting Word/Excel/PowerPoint
- Exiting Word/Excel
- Looking at the Screen
- Using the Menus
- Using the Toolbars
- Getting Help
- Working with Files
- Printing Files
- Summary
- Review Questions

Unit 2: Using Microsoft Word

Lesson 1: Creating Documents

- Objectives
- Entering and Editing Text
- Moving the Insertion Point
- Using the Scroll Bar
- Saving a New Document
- Starting a New Document
- Saving an Existing Document
- Closing a Document
- Opening a Document
- Switching Between Documents
- Saving Files in Different Formats
- Managing Your Files
- Summary
- Review Questions

Lesson 2: Manipulating Text

- Objectives
- Selecting Text
- Customising the View
- Adjusting the Zoom
- Editing Text
- Using Cut, Copy and Paste
- Summary
- Review Questions

Lesson 3: Formatting Text

- Objectives
- Formatting Text Characters
- Using the Format Painter
- Aligning Text
- Adding Borders
- Adding Shading
- Summary
- Review Questions

Lesson 4: Setting Tabs

- Objectives
- Understanding Tab Settings

Summary

Review Questions

Lesson 5: Indenting Text Paragraphs

- Objectives
- Working with Indents
- Using the Paragraph Command
- Using the Formatting Toolbar
- Adding Bullets and Numbering
- Summary
- Review Questions

Lesson 6: Proofing Your Document

- Objectives
- Checking the Spelling and Grammar
- Using the Thesaurus
- Finding Items
- Replacing Items
- Summary
- Review Questions

Lesson 7: Using Additional Formatting Features

- Objectives
- Changing the Line Spacing
- Setting the Paragraph Spacing
- Changing the Paper Size
- Changing Margins
- Adding Special Characters
- Inserting the Date and Time
- Summary
- Review Questions

Lesson 8: Printing Documents

- Objectives
- Previewing the Document
- Printing a Document
- Summary
- Review Questions

Lesson 9: Working with Headers or Footers

- Objectives
- Adding Page Numbering
- Using Section Breaks
- Using Headers and Footers
- Summary
- Review Questions

Lesson 10: Using Publishing Format Tools

- Objectives
- What are Publishing Format Tools?
- Working with Styles
- Using AutoText
- Outlining a Document
- Working with Footnotes or Endnotes
- Summary
- Review Questions

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Lesson 11: Working with Pictures

- Objectives
- Inserting Pictures
- Inserting Pictures from a Disk
- Manipulating Pictures
- Summary
- Review Questions

Lesson 12: Working with Objects

- Objectives
- Drawing Objects
- Drawing Lines or Rectangles
- Adding Arrows
- Adding AutoShapes
- Inserting Text Boxes
- Editing Objects
- Arranging Objects
- Summary
- Review Questions

Lesson 13: Working with Tables

- Objectives
- Understanding How Tables Work
- Drawing a Table
- Inserting a Table
- Working with Text
- Selecting Items in the Table
- Formatting the Table
- Using AutoFormat
- Modifying the Borders and Shading
- Adjusting the Width or Height
- Inserting & Deleting Rows/Columns
- Merging and Splitting Cells
- Splitting a Table
- Converting Text or Tables
- Sorting Information in a Table
- Summary
- Review Questions

Lesson 14: Working with Others

- Objectives
- Sharing Information with Others
- Working with Comments
- Tracking Changes
- Summary
- Review Questions

Unit 3: Using Microsoft Excel

Lesson 1: Getting Started

- Objectives
- Understanding Basic Terminology
- Mouse Symbols
- Creating a New Blank Workbook
- Opening Workbooks
- Closing a Workbook
- Saving Workbooks
- Managing Your Files
- Entering Data in the Worksheet
- Moving Around the Worksheet
- Summary
- Review Questions

Lesson 2: Manipulating the Information

- Objectives
- Selecting Cells
- Making Changes to the Contents
- Using Undo, Redo, or Repeat
- Copying and Moving Data
- Using AutoFill
- Changing the Column Widths
- Adjusting the Row Height
- Inserting Rows, Columns, and Cells
- Deleting Rows, Columns, and Cells
- Hiding/Unhiding Rows & Columns
- Managing Worksheets
- Summary
- Review Questions

Lesson 3: Working with Formulas

- Objectives
- Creating Simple Formulas
- Using Common Built-In Functions
- Using Absolute & Relative Addresses
- Being Careful with Formulas
- Summary
- Review Questions

Lesson 4: Formatting a Worksheet

- Objectives
- What Does Formatting Mean?
- Formatting Numbers and Decimal Digits
- Changing Cell Alignment
- Changing Fonts and Sizes
- Applying Cell Borders
- Applying Colors and Patterns
- Using AutoFormat
- Using the Format Painter
- Summary
- Review Questions

Lesson 5: Using Miscellaneous Tools

- Objectives
- Using the Spell Checker
- Sorting Data
- Working with Windows
- Summary
- Review Questions

Lesson 6: Working with Charts

- Objectives
- Understanding Charts
- Selecting Chart Types
- Making Changes to the Chart
- Summary
- Review Questions

Lesson 7: Getting Ready to Print

- Objectives
- Previewing the Worksheet
- Adding Page Breaks
- Customising the Printout
- Printing the Worksheet
- Summary
- Review Questions

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Unit 4: Using Microsoft PowerPoint

Lesson 1: Getting Started

- Objectives
- What is a Presentation Manager?
- What is PowerPoint?
- Working with Presentations
- Creating a Presentation
- Entering Text
- Managing Your Files
- Displaying Information in the Presentation
- Moving Around in the Presentation
- Summary
- Review Questions

Lesson 2: Setting Up the Presentation

- Objectives
- Creating a Master Slide
- Inserting Headers and Footers
- Managing the Slides
- Changing the Slide Design and Layout
- Summary
- Questions and Review

Lesson 3: Working with Text

- Objectives
- Selecting Text Objects
- Manipulating Text
- Checking the Spelling
- Summary
- Review Questions

Lesson 4: Formatting Text

- Objectives
- What Does Formatting Mean?
- Aligning Text
- Changing Bulleted Information
- Summary
- Questions and Review

Lesson 5: Working with Objects

- Objectives
- Inserting Graphics
- Creating and Using Tables
- Creating a Chart
- Creating Objects
- Summary
- Review Questions

Lesson 6: Enhancing the Presentation

- Objectives
- Changing the Background Colour
- Animating Objects
- Customising the Animation
- Applying Slide Transitions
- Summary
- Questions and Review

Lesson 7: Bringing It All Together

- Objectives
- Printing the Presentation
- Creating Notes and Handouts
- Running the Slide Show
- Summary
- Questions and Review