



Working with you  
to achieve your goals

# IC<sup>3</sup> Certification

## Key Applications



### 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 toolbar sand other onscreen elements, use online help, and perform file management, editing, formatting and printing functions common to Word, Excel and most Windows applications.

### Courseware Outline

#### Unit1: Common Elements

##### Lesson 1: Getting Started with Programs

###### Objectives

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

##### Lesson1: 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

##### Lesson2: ManipulatingText

Objectives

Selecting Text

Customising the View

Adjusting the Zoom

Editing Text

Using Cut, Copy and Paste

Summary

Review Questions

### **Lesson3: 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**

- 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 Auto Text
- Outlining a Document
- Working with Footnotes or Endnotes

## **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**

### **Lesson1: 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

## **Unit 4: Using Microsoft PowerPoint**

### **Lesson1: 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 Color
- 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