



# CATAPULT

# ICTICT102

Operate word-processing applications

using Word 2013 (Catapult code: ICTICT102\_2013)

## Table of Contents (Extract)

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**This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit ICTICT102.**

**For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:**

**[https://catapultlearning.com.au/product/ICTICT102\\_2013/](https://catapultlearning.com.au/product/ICTICT102_2013/)**

# Trainer/assessor guide

## ICTICT102

### Operate word-processing applications — Word 2013

#### Welcome to this unit of study

This unit describes the skills and knowledge required to operate word- processing applications and perform basic operations, including creating and formatting documents, creating tables and printing labels.

It applies to individuals in the workplace using fundamental knowledge of word-processing under direct supervision or with limited responsibility.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

About this trainer/assessor guide .....	4
Learning resource.....	5
Topic 1: Apply workplace health and safety (WHS) practices .....	5
Ergonomic work practices and strategies.....	5
Ergonomic work environments.....	8
Check your understanding .....	11
Topic 2: Create documents .....	13
Creating documents .....	13
Using templates .....	19
Formatting documents .....	21
Saving documents .....	29
Check your understanding .....	35
Topic 3: Customise basic settings to meet page layout conventions .....	37
Adjusting page layout.....	37
Toolbars .....	40
Changing font format.....	44
Changing alignment and line spacing .....	47
Modifying page margins .....	50
Manipulating several documents .....	51
Check your understanding .....	53
Topic 4: Format documents .....	55
Formatting documents .....	55
Inserting headers and footers in documents.....	59
Saving documents in different file formats .....	62
Check your understanding .....	71
Topic 5: Create tables .....	73
Changing cells .....	73
Change cells to meet information requirements .....	76
Inserting and deleting columns and rows .....	78
Formatting tables.....	80
Check your understanding .....	81
Topic 6: Add images .....	83
Adding images.....	83
Positioning and resizing images .....	86
Check your understanding .....	89
Topic 7: Print documents .....	91
Previewing documents.....	91
Printing documents .....	94
Check your understanding .....	97

<b>Assessment workbook</b> .....	<b>99</b>
Unit information .....	101
What is competency-based assessment? .....	102
How will my competency be assessed? .....	103
Assessment agreement .....	104
Foundation skills checklist .....	105
<b>Skills recognition</b> .....	<b>106</b>
Topic 1: Apply workplace health and safety (WHS) practices .....	107
Topic 2: Create documents .....	108
Topic 3: Customise basic settings to meet page layout conventions .....	109
Topic 4: Format documents .....	110
Topic 5: Create tables .....	111
Topic 6: Add images .....	112
Topic 7: Print documents .....	113
<b>Knowledge questions</b> .....	<b>114</b>
Topic 1: Apply workplace health and safety (WHS) practices .....	115
Topic 2: Create documents .....	119
Topic 3: Customise basic settings to meet page layout conventions .....	124
Topic 4: Format documents .....	128
Topic 5: Create tables .....	133
Topic 6: Add images .....	134
Topic 7: Print documents .....	135
<b>Performance tasks</b> .....	<b>136</b>
Third party evidence collection agreement .....	137
Topic 1: Apply workplace health and safety (WHS) practices .....	138
Topic 2: Create documents .....	139
Topic 3: Customise basic settings to meet page layout conventions .....	140
Topic 4: Format documents .....	141
Topic 5: Create tables .....	142
Topic 6: Add images .....	143
Topic 7: Print documents .....	144
<b>Completion record</b> .....	<b>145</b>
<b>Unit mapping</b> .....	<b>146</b>
<b>Trainer/ assessor user instructions</b> .....	<b>149</b>

# About this trainer/assessor guide

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## Learning resource

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The learning resource is divided into the following topics:

- » Apply workplace health and safety (WHS) practices
- » Create documents
- » Customise basic settings to meet page layout conventions
- » Format documents
- » Create tables
- » Add images
- » Print documents

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

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## Assessment workbook

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To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

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## Disclaimer

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