



CATAPULT

ICTICT205

Design basic organisational documents using computing packages
using Office 2016 (Catapult code: ICTICT205_2016)

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 ICTICT205.

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/ICTICT205_2016/

Trainer/assessor guide

ICTICT205

Design basic organisational documents using computing packages — Office 2016

Welcome to this unit of study

This unit describes the skills and knowledge required to design, create and produce basic organisational documents using application software within organisational guidelines, procedures and policies.

It applies to individuals who need to use foundation information and communications technology (ICT) skills in a wide range of varying industry occupations.

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

Contents

| | |
|--|------------|
| About this trainer/assessor guide | 4 |
| Learning resource..... | 5 |
| Topic 1: Design documents to meet organisational needs..... | 5 |
| Design guidelines and requirements | 5 |
| Selecting software..... | 9 |
| Designing document templates..... | 15 |
| Check your understanding | 29 |
| Topic 2: Use application software to develop documents | 31 |
| Using application software | 31 |
| Manipulating document files..... | 63 |
| Amending design | 68 |
| Storing documents | 80 |
| Check your understanding | 83 |
| Topic 3: Evaluate and incorporate feedback..... | 85 |
| Obtaining document sign-off | 85 |
| Check your understanding | 87 |
| References..... | 89 |
| Assessment workbook | 91 |
| Unit information | 93 |
| What is competency-based assessment?..... | 94 |
| How will my competency be assessed?..... | 95 |
| Assessment agreement | 96 |
| Foundation skills checklist..... | 97 |
| Skills recognition..... | 98 |
| Topic 1: Design documents to meet organisational needs..... | 99 |
| Topic 2: Use application software to develop documents | 100 |
| Topic 3: Evaluate and incorporate feedback..... | 101 |
| Knowledge questions | 102 |
| Topic 1: Design documents to meet organisational needs..... | 103 |
| Topic 2: Use application software to develop documents | 107 |
| Topic 3: Evaluate and incorporate feedback..... | 111 |
| Performance tasks..... | 112 |
| Third party evidence collection agreement | 113 |
| Topic 1: Design documents to meet organisational needs..... | 114 |
| Topic 2: Use application software to develop documents | 115 |
| Topic 3: Evaluate and incorporate feedback..... | 117 |
| Completion record..... | 119 |
| Unit mapping..... | 120 |
| Trainer/ assessor user instructions..... | 121 |

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Design documents to meet organisational needs
- » Use application software to develop documents
- » Evaluate and incorporate feedback

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.

Assessment workbook

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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