APPLY MICROSOFT OFFICE TOOLS

UNIT CODE: IT/CU/ICTA/CR/04/4/B

UNIT DESCRIPTION

This unit covers the competencies required to understand the basic computer packages. It involves applying desktop publishing in official assignments, applying word processing using Ms Word, applying spreadsheet using Ms Excel, applying database management using Ms Access, applying graphic presentation using Ms PowerPoint, managing personal information using Ms Outlook.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA *(Bold and italicised terms are elaborated in the Range)*
1. Apply word processing using Ms Word	1.1. *Features of a word processor* are outlined 1.2. *Features of Ms Word interface* are identified 1.3. Creation and formatting of document is done according to office tasks. 1.4. Printing of document is done
2. Apply spreadsheet using Ms Excel	2.1. *Features of a spreadsheet* are outlined 2.2. *Features of Ms Excel interface* are identified 3.1 *Creation of a workbook and worksheet is done* 3.2 *Editing and* formatting of a worksheet is done in accordance to the workplace procedures. 2.3. Printing of a worksheet is done
3. Apply database management using MS Access	3.3 *Features of a database management system* are outlined 3.4 *Features of Ms Access interface* are identified 3.5 Creation of a database as per the user requirements is done 3.6 Manipulation of database objects is done 3.7 Printing of reports is done
4. Apply graphic presentation using Ms PowerPoint	4.1 *Features of a presentation software* are outlined 4.2 *Features of PowerPoint interface* are identified 4.3 Creation of presentations is done 4.4 Editing and formatting of the presentation is done 4.5 Previewing and printing of handouts is done.

ELEMENT	PERFORMANCE CRITERIA *(Bold and italicised terms are elaborated in the Range)*
5. Manage personal information using MS Outlook	1.1 *Features of an email client software* are outlined 1.2 *Features of MS Outlook interface* are identified 1.3 Sending and receiving of emails is done. 1.4 Organization of personal information using MS Outlook is done 1.5 Configuration of Outlook is done 1.6 Printing of emails is done.

RANGE

Variable	Range
1. Features of a word processor May include but not limited to	• Creating and editing texts, copying, moving, pasting, deleting texts, grammar and spell checking, formatting, creating and editing tables, mail merging, customizing page layout, insert pictures, tables, shapes, table of contents, printing
2. Features of Ms Word interface May include but not limited to	• Tabs, ribbon layout, quick access tool bar, editing window, document views.
3. Features of a spreadsheet May include but not limited to	• Creating and editing worksheet data, data sorting and filtering, data analysis, charts, formulas and functions, data importation, formatting worksheets, customizing layout, printing.
4. Features of Ms Excel interface May include but not limited to	• Tabs, ribbon layout, worksheet window, worksheet views, formula bar.
5. Features of a database management system May include but not limited to	• Database, tables, queries, reports, forms.
6. Features of Ms Access interface May include but not limited to	• Tabs, ribbon layout, navigation pane, work space, quick access tool bar.

Variable	Range
7. Features of a presentation software May include but not limited to	• Slides, handouts, multimedia, Design and animation
8. Features of PowerPoint interface May include but not limited to	• Quick access tool bar, ribbon layout, tab, slide pane, notes pane, slides thumbnails, slides views section.
9. Features of an email client software May include but not limited to	• Account management, sending and receiving mails, file attachment, email rules, tasks, calendar, appointments, meeting, personal information management.
10. Features of Ms Outlook interface May include but not limited to	• Quick access tool bar, tab, ribbon layout, navigation pane, active window.

REQUIRED KNOWLEDGE AND UNDERSTANDING

The individual needs to demonstrate knowledge and understanding of:

- Creating, formatting, editing and printing using Ms word.
- Creating, editing, formatting and printing of worksheets using Ms Excel
- Design, develop and modify database objects as per requirements.
- Creating, modify, present and print a multimedia document using a Ms PowerPoint.
- Sending and retrieving mails, organizing the mail box, configuring email accounts

REQUIRED SKILLS

The individual needs to demonstrate the following additional skills:

- Communications (verbal and written);
- Time management;
- Analytical
- Faults troubleshooting
- Problem solving;
- Planning;

- Decision making;
- Report writing;

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and understanding and range.

1.	Critical Aspects of Competency	**Assessment requires evidence that the candidate**: 1.1 Created, edited, formatted and printed document using Ms Word 1.2 Created, edited, formatted and printed worksheets using Ms Excel. 1.3 Designed, developed and modified a database using Ms Access. 1.4 Designed, developed and presented a multimedia document using Ms PowerPoint. 1.5 Send and retrieve mails, organized the mail box and configured account settings using Ms Outlook.
2.	Resource Implications	Resources the same as that of workplace are advised to be applied Including computer, printers, Ms Office, Presentation tools (Projectors, pointers) printing papers.
3.	Methods of Assessment	Competency may be assessed through: 3.1 Oral questioning 3.2 Practical demonstration 3.3 Observation 3.4 Written test
4.	Context of Assessment	4.1 Competency may be assessed individually in the actual workplace or through simulated work environment
5.	Guidance information for assessment	5.1 Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.