



**Australian Government**

# **ICTICT207 Integrate commercial computing packages**

**Release: 1**

## ICTICT207 Integrate commercial computing packages

### Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

### Application

This unit describes the skills and knowledge required to manipulate, convert and integrate data between two or more different commercial software applications.

It applies to individuals who require foundation skills and knowledge to use information and communications technology (ICT) in any ICT business or office environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

### Unit Sector

General ICT

### Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Determine work requirements	1.1 Identify the task requirement 1.2 Select appropriate software and file formats to perform required work 1.3 Obtain organisational documentation, such as procedures, manuals and guides, and use when appropriate
2. Integrate data across different software application packages	2.1 Create a mailing list using a database, spreadsheet or address book, and merge mailing list with another document 2.2 Use software application package conversion tool to convert data from one format to another to enable additional work on the converted data 2.3 Save data to a new file format

ELEMENT	PERFORMANCE CRITERIA
	2.4 Import objects from another software application package and modify as required to produce a required outcome 2.5 Export data to another software application package to produce a required outcome 2.6 Create a link between one software application package and another, and use this to update information to a document
3. Save and retrieve data with the aid of help functions	3.1 Save data to disk 3.2 Convert data to a new file format 3.3 Re-access data and check information 3.4 Access user help documentation or other resources for basic difficulties with software application package

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

Skill	Performance Criteria	Description
Reading	1.1, 1.3, 3.4	<ul style="list-style-type: none"> <li>Recognises and interprets text with ICT specific terminology to determine task requirements, organisational guidelines and use application software</li> </ul>
Oral Communication	1.1, 3.4	<ul style="list-style-type: none"> <li>Uses effective listening and questioning techniques to elicit information about task requirements to resolve basic difficulties</li> </ul>
Navigate the world of work	1.3	<ul style="list-style-type: none"> <li>Generally follows the explicit protocols immediately related to role</li> </ul>
Get the work done	1.1, 1.2, 2.1- 2.3, 2.5, 2.6, 3.1-3.3, 3.4	<ul style="list-style-type: none"> <li>With assistance, determines priorities and sequences the steps involved in clearly defined, familiar tasks, and identifies and assembles the resources required</li> <li>Recognises and responds to predictable routine problems related to role in the immediate work context</li> <li>Understands the purpose and specific functions of common digital tools used in work contexts</li> <li>Follows routine procedures for using digital</li> </ul>

		technology to enter, store and retrieve information directly relevant to role
--	--	---

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTICT207 Integrate commercial computing packages	ICAICT207A Integrate commercial computing packages	Updated to meet Standards for Training Packages	Equivalent unit

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>