



**Australian Government**

# **ICTICT214 Operate application software packages**

**Release: 2**

# ICTICT214 Operate application software packages

## Modification History

Release	Comments
Release 2	This version first released with the Information and Communications Technology Training Package Version 8.0. Minor typographical correction in Knowledge Evidence.
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 6.0.

## Application

This unit describes the skills and knowledge required to identify, select and operate commercial software packages, including a word-processing and a spreadsheet application package.

It applies to individuals who utilise different software applications within a small to large office environment to produce diverse documents.

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. Prepare to operate software packages	1.1 Set up workstation according to work health and safety standards and organisational requirements 1.2 Determine word-processing software task requirements 1.3 Determine spreadsheet software task requirements 1.4 Determine software application according to task requirements 1.5 Identify document purpose, audience and presentation requirements and clarify with required personnel

ELEMENT	PERFORMANCE CRITERIA
2. Use word-processing software	<ul style="list-style-type: none"><li>2.1 Identify document purpose, audience and presentation requirements and clarify with required personnel</li><li>2.2 Determine text-based business document style guide requirements</li><li>2.3 Finalise documents using software and technical functions and formatting according to task requirements</li><li>2.4 Name, save and print to a Portable Document Format (PDF) according to task requirements</li></ul>
3. Use spreadsheet software	<ul style="list-style-type: none"><li>3.1 Identify document purpose, audience and presentation requirements and clarify with personnel as required</li><li>3.2 Enter formulas and functions and customise spreadsheet settings according to task requirements</li><li>3.3 Name, save and print to PDF document according to task requirements</li></ul>
4. Use third application software package	<ul style="list-style-type: none"><li>4.1 Select software application package according to task requirements</li><li>4.2 Determine purpose, audience and presentation requirements</li><li>4.3 Use technical functions, other data and formatting to finalise document</li><li>4.4 Name, save and print to PDF document according to task requirements</li></ul>

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.*

Skill	Description
Numeracy	<ul style="list-style-type: none"><li>• Adds, subtracts, multiplies and divides whole numbers and decimals, identifying and selecting formulas and functions to use</li><li>• Applies order of operations in calculations</li></ul>
Oral communication	<ul style="list-style-type: none"><li>• Clarifies work requirements using required language, questioning and active listening techniques</li></ul>
Reading	<ul style="list-style-type: none"><li>• Interprets textual information and determines organisational standards and job requirements</li><li>• Identifies and applies symbols, icons and text associated with applications software</li></ul>
Writing	<ul style="list-style-type: none"><li>• Enters both written and verbally received information and data into a format applicable to software application</li></ul>

Skill	Description
	<ul style="list-style-type: none"><li>• Selects vocabulary, syntax, terminology, labelling and naming conventions applicable to program</li></ul>
Planning and organising	<ul style="list-style-type: none"><li>• Plans routine tasks with goals and outcomes, taking some limited responsibility in decisions regarding sequencing</li></ul>
Self-management	<ul style="list-style-type: none"><li>• Follows routine procedures in using digital technology and enters, stores and retrieves information directly applicable to own role</li></ul>
Technology	<ul style="list-style-type: none"><li>• Identifies and evaluates purposes, specific functions and key features of basic digital systems and tools</li><li>• Operates digital systems and tools in completing routine tasks and adapting some functions</li></ul>

## Unit Mapping Information

Supersedes and is equivalent to ICTICT203 Operate application software packages.

## Links

Companion Volume Implementation Guide is found on VETNet -

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