



Australian Government

ICTICT308 Use advanced features of computer applications

Release: 1

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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 use computer applications employing advanced features. It involves manipulating data and accessing support resources to solve routine problems.

It applies to individuals who have achieved a degree of autonomy as advanced information and communications technology (ICT) users, and support information technology activities in software applications.

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. Manipulate data	1.1 Employ advanced features of applications in the preparation and presentation of data 1.2 Transfer data between applications, linking and embedding related data files as required 1.3 Create and employ objects, macros and templates for routine activities 1.4 Use shortcuts and features to increase personal productivity
2. Access and use support resources	2.1 Solve routine problems using support resources 2.2 Use online help to overcome difficulties with applications

ELEMENT	PERFORMANCE CRITERIA
	2.3 Solve problems with manuals and training booklets 2.4 Access and apply technical support for system problems, using troubleshooting results and alert messages

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	2.1-2.4	Identifies and interprets a variety of hard copy, online and software generated technical information containing software specific language, syntax and code to apply features and functions of applications to their fullest extent and to solve problems
Oral Communication	2.1, 2.4	Discusses and resolves problems using technical terms and language, and effective listening and questioning techniques
Get the work done	1.1-1.4, 2.1-2.4	Understands key principles and concepts underpinning the design and operation of digital systems and tools, and applies these when troubleshooting existing technology

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTICT308 Use advanced features of computer applications	ICAICT308A Use advanced features of computer applications	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>

