

# Contents

BSBTEC201 Use business software applications .....	1
Assessment for this unit.....	2
How to use this workbooks .....	3
How to download exercise files .....	5
<b>SECTION 1: USING TECHNOLOGY .....</b>	<b>7</b>
Work Health and Safety Act 2011.....	8
Work safety .....	9
Ergonomics.....	11
Occupational overuse syndrome .....	14
Computer vision syndrome .....	15
Physical exercises to avoid strain.....	15
Breathing .....	17
Selecting equipment .....	18
Equipment faults .....	20
Data .....	22
Copyright .....	22
Data loss threats.....	23
Unauthorised access threats .....	24
Malware threats .....	24
Organisational policies to protect digital data .....	26
<b>SECTION 2: DOCUMENTS AND FILES .....</b>	<b>27</b>
Document requirements .....	28
Style guides .....	29
Conventions for personal names .....	30
Planning a document.....	30
File management.....	31
Types of files.....	34
File naming procedures .....	36
Selecting applications .....	37
<b>SECTION 3: WORD PROCESSING .....</b>	<b>38</b>
Word processing applications.....	39
Notepad and WordPad .....	39
Microsoft Word.....	41
Saving a document.....	46
Creating a document .....	47
Spelling and grammar.....	47
Opening files.....	48
Navigating through a document.....	50
Selecting text .....	50
Undo and Redo.....	52
Line and paragraph spacing .....	52
Help .....	54
Moving and copying.....	55
Fonts and formatting.....	57
Horizontal alignment.....	59
Inserting pictures .....	60
Templates .....	63

<b>SECTION 4: SPREADSHEETS .....</b>	<b>65</b>
Spreadsheet applications.....	66
Microsoft Excel.....	66
Opening a workbook.....	68
Rows, columns and cells.....	69
Selecting cells.....	70
Formulas.....	71
Help.....	71
AutoSum.....	72
Mathematical operator symbols.....	74
Workbooks.....	75
Creating a workbook.....	76
Entering cell contents.....	76
Editing cells.....	77
Deleting.....	78
Undo.....	78
Widening columns.....	79
Copying formulas.....	83
Formatting a worksheet.....	84
Borders.....	85
Alignment.....	90
Merging cells.....	90
Formatting numbers.....	92
Formatting dates.....	93
Charts.....	96
<b>SECTION 5: PRESENTATIONS .....</b>	<b>99</b>
Presentations.....	100
Microsoft PowerPoint.....	100
Creating a slide.....	103
Help.....	104
Creating a presentation.....	105
Applying themes.....	107
<b>SECTION 6: DATABASES .....</b>	<b>109</b>
Database management systems.....	110
Microsoft Access.....	110
Opening a database.....	110
Help.....	112
Viewing a table.....	112
Viewing a form.....	113
Entering, editing and deleting a record.....	114

<b>SECTION 7: EMAILS</b> .....	<b>115</b>
Email accounts .....	116
Email policies and procedures .....	117
Microsoft Outlook .....	117
Adding the first account to Outlook .....	118
HTML format .....	119
Adjusting the Outlook display .....	120
Creating an email .....	123
Setting a priority .....	124
Checking spelling .....	124
Receiving emails .....	126
Replying to and forwarding emails .....	126
Signatures .....	128
Disclaimer statements .....	129
Sending an email to several people .....	130
Saving an email to send later .....	132
Selecting emails .....	132
Deleting emails .....	133
Sending documents by email .....	133
Saving attachments .....	134
Flagging emails .....	135
Managing emails .....	135
Junk email .....	138
Contacts .....	140
Groups .....	141
Help .....	143
<b>SECTION 8: PORTABLE DOCUMENT FORMAT (PDF)</b> .....	<b>144</b>
PDF readers .....	145
Creating a PDF from Word .....	145
Creating a PDF from Excel .....	145
Publishing a presentation as a PDF .....	146
Adobe Acrobat Reader .....	147
Adobe Help .....	148
Viewing and commenting on a PDF .....	148
Signing a PDF .....	149
Secured PDFs .....	150
<b>ASSESSMENT</b> .....	<b>151</b>
Assessment tasks .....	152
Evidence guide .....	157
<b>INDEX</b> .....	<b>159</b>