

软件包应用

COMPUTING: Software Development

HIGHER NATIONAL DIPLOMA

【英】苏格兰学历管理委员会 (SQA)
Scottish Qualifications Authority

Unit Student Guide

Using Software Applications Packages DG9A 04



 中国时代经济出版社


SCOTTISH
QUALIFICATIONS
AUTHORITY

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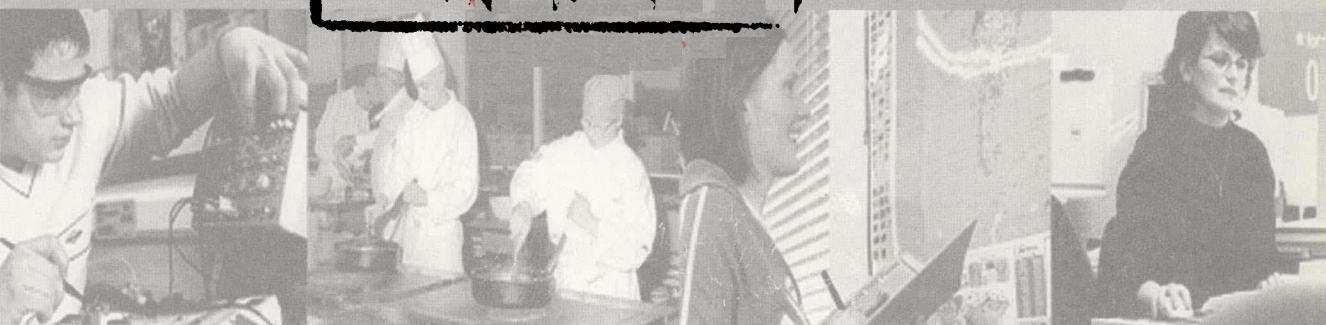
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著作权合同登记 图字：01-2004-4845号

图书在版编目 (CIP) 数据

软件包应用/苏格兰学历管理委员会著. -北京：中国时代经济出版社，2004.9

ISBN 7-80169-595-X

I .软… II .苏… III .应用软件-教材-英文 IV .TP317

中国版本图书馆CIP数据核字 (2004) 第081961号

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Using Software Applications Packages

软件包应用

苏格兰学历管理委员会著

出 版 者	中国时代经济出版社
地 址	北京市东城区东四十条24号 青蓝大厦东办公区11层
邮政编码	100007
电 话	(010) 68320825 68320517
传 真	(010) 68320634
发 行	各地新华书店
印 刷	北京新丰印刷厂
开 本	787×1092 1/16
版 次	2004年9月第1版
印 次	2004年9月第1次印刷
印 张	14.5
定 价	34.00元
书 号	ISBN 7-80169-595-X/G·185

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1

Introduction to the Scottish Qualifications Authority

This Unit DG9A 04 Using Software Applications Packages, has been devised and developed by the Scottish Qualifications Authority (SQA). Here is an explanation of the SQA and its work:

The SQA is the national body in Scotland responsible for the development, accreditation, assessment, and certification of qualifications other than degrees.

Its website can be viewed on: www.sqa.org.uk

SQA's functions are to:

1. devise, develop and validate qualifications, and keep them under review
2. accredit qualifications
3. approve education and training establishments as being suitable for entering people for these qualifications
4. arrange for, assist in, and carry out, the assessment of people taking SQA qualifications

5. quality assure education and training establishments which offer SQA qualifications

6. issue certificates to candidates.

In order to pass SQA units, students must complete prescribed assessments. These assessments must meet certain standards.

The Unit Specification outlines the 3 Outcomes that students must complete in order to achieve this unit. The Specification also details the knowledge and/or skills required to achieve the outcome or outcomes. The Evidence Requirements prescribe the type, standard and amount of evidence required for each outcome or outcomes.

2

Introduction to the Unit

2.1

What is the Purpose of this Unit?

This unit is designed to enable you to use IT systems and applications effectively and responsibly to process a range of types of data. You should develop a broad knowledge of the theoretical concepts, principles, boundaries and scope of Information Technology Applications. By the end of the unit you should have learned how to use the basic features of at least two software applications packages and the complex features of one more package.

2.2

What are the Outcomes of this Unit?

On successful completion of the unit you will be able to:

1. Operate a range of IT equipment paying due attention to other users
2. Use a range of software application packages effectively and responsibly
3. Find information from suitable computer data sources.

2.3

What do I Need to be Able to do in Order to Achieve this Unit?

You will be required to use and develop a broad range of skills in a range of software applications packages (a minimum of 3), for example, word processor, spreadsheet, database, graphics, communications (i. e. internet, intranet, email, etc.), audio/music,

animation, video, multimedia, desktop publishing or other packages to meet specified requirements.

In **Outcome 1** you will learn about the components of hardware and how to use them, the functions of operating system tools and how these are used. Outcome 1 will be assessed by means of a practical exercise that will test your ability to carry out the required tasks under observation by your tutor/assessor.

In **Outcome 2** you will learn about how to use a range of software applications packages to process a range of types of data. You will learn about a minimum of 3 different software packages from the whole range of applications packages available. In this outcome you will learn how to output information in appropriate formats to meet user requirements. You will learn how to integrate data types (e. g. text, number, graphics, audio, video) into a single product and to format the product so that the final output is clear and helpful to users.

In **Outcome 3** you will learn how to use and access the Internet and use other electronic means of finding information. You will be required to find relevant information and produce it in a format suitable for meeting user requirements.

Outcomes 2 and 3 will be assessed by a project or case study that will test your ability to carry out the required tasks. You will need to produce appropriate printouts, listings, screen dumps or disk based evidence to

demonstrate that you have carried out the requirements. Your tutor/assessor may also observe you carrying out some or all of these tasks. You will be encouraged to access on-line help facilities, tutorial support and/or suppliers' manuals as required. More detailed guidance on the content, amount, style and quality required of your work will be made available to you during your progress through the unit.

2.4 Approximate Study Time for This Unit

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

2.5 Equipment/ Material Required for this Unit

The Student Guide

Course files on a disk

Access to Microsoft Word 2000

Access to Microsoft Excel 2000

Access to Microsoft Publisher 2002

Access to the Internet

A PC with Windows 2000 operating system

2.6 Symbols Used in this Unit

The various Learning Materials sections are designed so that you can work at your own pace, with tutor support. As you work through the Learning Materials (see Section 5), you will encounter symbols. These symbols indicate that you are expected to do a task. **These tasks are not Outcome Assessments.** They are exercises designed to consolidate learning or encourage thought, in preparation for the Outcome Assessment

(see Section 3—Assessment Information for this Unit).

Activity



This symbol indicates an Activity (A). Usually , activities are used to improve or consolidate your understanding of the subject in general or a particular feature of it.

In this unit , you are asked to undertake **Self Assessing Questions (SAQs)**

The activities will not serve this purpose if you refer to the responses prior to having attempted the Activity.

Self Assessed Question



This symbol indicates a Self Assessed Question. Using a Self Assessed Question helps you check your understanding of the content that you have already covered.

The Self Assessed Questions in this guide will often take the form of a short exercise.

Everything is provided for you to check your own responses. Answers to the Self Assessed Questions are to be found at the back of the Unit Student Guide. Where suggested responses to activities are provided in the Unit Student Guide, **students are strongly discouraged from looking at these responses before they attempt the activity.** The activities throughout the Unit Student Guide will help you to prepare yourself for the formal assessments, and to identify topic areas in which you will require clarification and additional tutor support. The activities will not serve this purpose if you look at the answers before trying the activity!

Self Assessed Questions and activities are designed to be checked by you. No tutor input is necessary at this stage unless special help is requested, although from time to time your tutor may wish to view your responses to Self Assessed Questions to see how you are progressing.

3

Assessment Information for this Unit

3.1

What Do I
Have to Do to
Achieve This
Unit?

In **Outcome 1** you will learn about the components of hardware and how to use them, the functions of operating systems tools and how these are used. This outcome will be assessed by means of a practical exercise that will test your ability to carry out the required tasks under observation by your tutor/assessor.

In **Outcome 2** you will learn about how to use a range of software applications packages to process arrange of types of data. You will learn about a minimum of 3 different software packages from the whole range of application packages available. In this outcome you will learn how to put information in appropriate formats to meet user requirements. You will learn how to integrate data types (e.g. text, number, graphics, audio, video) into a single product and to format the product so that the final output is clear and helpful to users.

In **Outcome 3** you will learn how to use and access the Internet and use other electronic means of finding information. You will be required to find relevant information and produce it in a format suitable for meeting user requirements.

Outcomes 2 and 3 will be assessed by a project or case study that will test your ability to carry out the required tasks. You will need to produce appropriate printouts, listings, screen dumps or disk based evidence to demonstrate that you have carried out the requirements. Your tutor/assessor may also observe you carrying out some or all of these tasks.

You will be encouraged to access online help facilities, tutorial support and /or suppliers' manuals as required. More detailed guidance on the content, amount, style and quality required of your work will be made available to you during your progress through the unit.

4

Suggested Lesson Plan

The Learning Materials (see Section 5) are designed to lead you through a series of activities which will allow you to consolidate your learning and check on your own progress.

The approximate length of study time required to complete each section is noted at the start.

