INFOCUS COURSEWARE

BSBITU309 Produce Desktop Published Documents

Microsoft Word 2013

WATSONIA PUBLISHING

Product Code: INF1163 ISBN: 978-1-925298-31-4

General Description

This publication has been mapped to the ***BSBITU309 - Produce Desktop Published Documents*** competency. It applies to individuals who work in a range of environments, which may include providing administrative support within an enterprise, or who may be technical or knowledge experts responsible for production of their own documents.

Learning Outcomes

At the completion of this course you should be able to:

- create high quality designs and layouts
- create a new document
- work with a document
- use a range of font formatting techniques
- format paragraphs
- create and apply styles
- work effectively with features that affect the page layout of your document
- create and modify tables
- insert and work with pictures in a ***Word*** document
- insert and work with clip art and pictures
- draw and format shapes
- insert and work with text boxes
- insert and work with ***WordArt***
- create and work with ***SmartArt***
- insert content from other sources
- work safely with your computer, consider your impact on the environment and manage files and folders efficiently

Prerequisites

BSBITU309 Produce Desktop Published Documents assumes little or no knowledge of word processing or Microsoft Word 2013. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Topic Sheets

259 topics

Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at ***www.watsoniapublishing.com***.

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Contents

Document Design and Layout
- Types of Business Documents
- Meeting Organisational Requirements
- The Four Pillars of Great Design
- Perfect Page Layouts
- Make It Readable
- Pictures Tell a Story
- The Tips and Traps of Writing
- Practice Exercise
- Practice Exercise Workspace

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- Creating Documents in Word
- Creating a New Blank Document
- Typing Text
- The Save As Place
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- Saving a New Document on Your Computer
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- Practice Exercise

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- Updating Formulas in a Table
- Understanding Table Properties
- Changing the Direction of Text

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Repeating Heading Rows
Practice Exercise
Practice Exercise Sample

Pictures

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Inserting a Picture
Inserting an Online Picture
Resizing a Picture
Changing the Picture
Cropping a Picture
Practice Exercise
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Removing a Picture Background
Correcting Pictures
Colouring Pictures
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Applying Shadows and Reflections
Applying a Glow Effect
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SmartArt

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Breaks and Exercises
Reducing Paper Wastage
Environmentally Friendly Computing
Backup Procedures
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Practice Exercise Workspace
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Accessing the Help Window
Navigating the Help Window
Using the Office Website
Googling Help
Printing a Help Topic
Practice Exercise
Practice Exercise Sample

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Unit Mapping

This unit describes the skills and knowledge required to design and produce desktop published documents.

	Performance Criteria	Location
1	**Prepare to produce desktop published documents**	
1.1	Use safe work practices including addressing ergonomic requirements and using work organisation strategies	Chapter 16: General Computer Operation
1.2	Use energy and resource conservation techniques	Chapter 16: General Computer Operation
1.3	Identify document purpose, audience and presentation requirements, and clarify with relevant personnel as required	Chapter 1: Document Design and Layout
1.4	Identify organisational and task requirements for desktop published business documents to ensure consistency of style and image	Chapter 1: Document Design and Layout
2	**Set up desktop published document**	
2.1	Design content structure and layout to ensure information and graphics are arranged according to related topics and logical sequences	Chapter 1: Document Design and Layout
2.2	Select appropriate formatting and create templates or master pages to ensure consistency of design and layout	Chapter 1: Document Design and Layout
2.3	Confirm layout with appropriate person	Generally assumed throughout - can be tested using practice exercises and integration assignment
3	**Create desktop published document**	
3.1	Prepare, format and enter required text	Chapter 2: Creating A New Document, Chapter 4: Text Appearance, Chapter 5: Working With Paragraphs, Chapter 6: Styles
3.2	Import text from other applications and resolve any formatting issues	Chapter 15: Importing
3.3	Scan or import graphics from other applications and resolve any formatting issues	Chapter 9: Pictures, Chapter 10: Clip Art and Pictures
3.4	Arrange text and graphics according to organisational and task requirements	Generally assumed throughout, Chapter 1: Document Design and Layout
4	**Finalise desktop published document**	
4.1	Review text for possible errors and omissions, and resolve any issues	Generally assumed throughout - can be tested using practice exercises and integration assignment, Chapter 1: Document Design and Layout, Chapter 2: Creating A New Document
4.2	Check page order, structure and linkages	Chapter 7: Working With Pages
4.3	Produce completed document in required format	Chapter 2: Creating A New Document
4.4	Name and store text documents, in accordance with organisational requirements and exit the application without information loss/damage	Chapter 2: Creating A New Document, Chapter 16: General Computer Operation
4.5	Prepare text documents within designated timelines and organisational requirements for speed and accuracy	Generally assumed throughout - can be tested using practice exercises and integration assignment
4.6	Use manuals, user documentation and online help to overcome problems with document design and production	Chapter 16: General Computer Operation

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