❖ **General Description**

This publication has been mapped to the *BSBITU401 - Design And Develop Complex Text Documents* competency. It applies to individuals who work in a range of business environments and have skills which may be applied in the provision of administrative support within an enterprise, or who are technical/knowledge experts responsible for producing their own word processed documents.

❖ **Learning Outcomes**

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

- work with numerous document design tools
- use table features to improve the layout and format of tables
- learn how to work with section breaks
- use the illustration tools available in *Word*
- insert content from other sources
- create and work with master documents
- create and work with tables of contents, indexes, footnotes and bookmarks in long documents
- customise mail merges
- work with many of the printing features available in *Word*
- understand, insert and work with fields in a document
- create and work with electronic forms in *Word*
- create and work with macros
- work safely with your computer, consider your impact on the environment and manage files and folders efficiently

❖ **Prerequisites**

BSBITU401 Design And Develop Complex Text Documents assumes some knowledge of Microsoft Word 2013, as well as fundamental skills in computer operations.

❖ **Topic Sheets**

271 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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Product Information

Unit Mapping

This unit describes the skills and knowledge required to design and develop business documents using complex technical features of word processing software.

	Performance Criteria	Location
1	**Prepare to produce word processed documents**	
1.1	Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met	Chapter 13: General Computer Operation
1.2	Identify document purpose, audience and presentation requirements, and clarify with relevant personnel as required	Generally assumed throughout, Chapter 1: Document Design Tools
1.3	Identify organisational requirements for text-based business documents to ensure consistency of style and image	Chapter 1: Document Design Tools
1.4	Evaluate complex technical functions of the software for its usefulness in fulfilling requirements of the task	Chapter 1: Document Design Tools, Chapter 2: Table Features, Chapter 3: Section Breaks, Chapter 4: Illustrations, Chapter 5: Importing, Chapter 6: Master Documents, Chapter 7: Longer Documents, Chapter 8: Mail Merge Techniques, Chapter 9: Printing Features, Chapter 10: Fields, Chapter 11: Electronic Forms, Chapter 12: Macros
1.5	Match document requirements with software functions to provide efficient production of documents	Chapter 1: Document Design Tools, Chapter 2: Table Features, Chapter 3: Section Breaks, Chapter 4: Illustrations, Chapter 5: Importing, Chapter 6: Master Documents, Chapter 7: Longer Documents, Chapter 8: Mail Merge Techniques, Chapter 9: Printing Features, Chapter 10: Fields, Chapter 11: Electronic Forms, Chapter 12: Macros
2	**Design complex documents**	
2.1	Design document structure and layout to suit purpose, audience and information requirements of the task	Chapter 1: Document Design Tools
2.2	Design document to enhance readability and appearance, and to meet organisational and task requirements for style and layout	Chapter 1: Document Design Tools, Chapter 2: Table Features, Chapter 3: Section Breaks, Chapter 4: Illustrations
2.3	Use complex software functions to enable efficient manipulation of information and other material, and ensure consistency of design and layout	Chapter 2: Table Features, Chapter 4: Illustrations, Chapter 5: Importing, Chapter 6: Master Documents, Chapter 8: Mail Merge Techniques, Chapter 10: Fields, Chapter 11: Electronic Forms, Chapter 12: Macros
2.4	Use manuals, user documentation and online help to overcome problems with document design and production	Chapter 13: General Computer Operation
3	**Add complex tables and other data**	
3.1	Insert a standard table into document, changing cells to meet information requirements	Chapter 2: Table Features
3.2	Format rows and columns as required	Chapter 2: Table Features
3.3	Insert images and other data, formatting as required	Chapter 4: Illustrations
4	**Produce documents**	
4.1	Use complex operations to develop documents, and achieve required results	Chapter 2: Table Features, Chapter 10: Fields, Chapter 11: Electronic Forms, Chapter 12: Macros
4.2	Preview, adjust and print documents in accordance with organisational and task requirements	Chapter 9: Printing Features
4.3	Name and store documents in accordance with organisational requirements and exit the application without information loss/damage	Chapter 1: Document Design Tools
4.4	Prepare documents within designated time lines and organisational requirements for speed and accuracy	Generally assumed throughout