InFocus Courseware

BSBITU201 Produce Simple Word Processed Documents

Microsoft Word 2016

WATSONIA PUBLISHING

Product Code: INF1741 ISBN: 978-1-925526-16-5

❖ General Description

This publication has been mapped to the ***BSBITU201 - Produce Simple Word Processed Documents*** competency. It applies to individuals who perform a range of mainly routine tasks and generally work under direct supervision using limited practical skills and fundamental knowledge.

❖ Learning Outcomes

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

- work with the basic features of ***Word***
- create a new document
- work with a document
- save various kinds of documents
- select and work with text in a document
- cut and copy information within and between documents
- use a range of font formatting techniques
- format paragraphs
- work effectively with features that affect the page layout of your document
- create and format columns
- work with tabs
- create and modify tables
- use the ***Mail Merge Wizard*** to perform mail merges
- print a document
- create and understand letters
- modify ***Word*** options
- work safely with your computer, consider your impact on the environment and manage files and folders efficiently
- obtain help for ***Word*** whenever you need it

❖ Prerequisites

BSBITU201 Produce Simple Word Processed Documents assumes little or no knowledge of word processing or Microsoft Word 2016. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

219 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***.

Product Information

47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

BSBITU201 Produce Simple Word Processed Documents

Microsoft Word 2016

WATSONIA PUBLISHING

INFOCUS COURSEWARE

Product Code: INF1741 ISBN: 978-1-925526-16-5

This information sheet was produced on Wednesday, December 13, 2017 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

INFOCUS COURSEWARE

BSBITU201 Produce Simple Word Processed Documents

Microsoft Word 2016

WATSONIA PUBLISHING

Product Code: INF1741
ISBN: 978-1-925526-16-5

Contents

Getting Started With Word
- Understanding Word Processing
- Types of Word Processed Documents
- Starting Word From the Desktop
- Understanding the Start Screen
- Creating a New Blank Document
- The Word Screen
- How Microsoft Word 2016 Works
- Using the Ribbon
- Understanding the Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Understanding the Quick Access Toolbar
- Understanding the Status Bar
- Exiting Safely From Word
- Challenge Exercise
- Challenge Exercise Workspace

Your First Document
- Creating Documents in Word
- Typing Text
- The Save As Place
- The Save As Dialog Box
- Saving a New Document on Your Computer
- Typing Numbers
- Inserting a Date
- Document Proofing
- Checking Spelling and Grammar
- Making Basic Changes
- Saving an Existing Document
- Printing a Document
- Safely Closing a Document
- Challenge Exercise
- Challenge Exercise Data

Working With a Document
- The Open Place
- The Open Dialog Box
- Opening an Existing Document
- Navigating With the Keyboard
- Scrolling Through a Document
- Page Zooming
- Viewing the Ruler
- Showing Paragraph Marks
- Challenge Exercise
- Challenge Exercise Sample

Saving Documents
- Understanding the Windows Filing Structure
- Understanding Naming Conventions
- Understanding Version Compatibility
- Saving With a Different File Name
- Saving in a Different Location
- Challenge Exercise
- Challenge Exercise Workspace

Working With Text
- Techniques for Selecting Text
- Selecting Text Using the Mouse
- Selecting Text Using the Keyboard
- Editing Text in Insert Mode
- Editing Text in Overtype Mode
- Deleting Text
- Using Undo
- Using Redo
- Inserting Symbols and Special Characters
- Understanding Find and Replace
- Finding Words
- Replacing Words
- Performing Advanced Searches
- Challenge Exercise
- Challenge Exercise Sample

Cutting and Copying
- Understanding Cutting and Copying
- Cutting and Pasting
- Copying and Pasting
- Drag and Drop Cutting
- Drag and Drop Copying
- Using the Clipboard Task Pane
- Challenge Exercise
- Challenge Exercise Sample

Text Appearance
- Understanding Font Formatting
- Understanding Font Formatting Tools
- Working With Live Preview
- Changing Fonts
- Changing Font Size
- Increasing and Decreasing Font Size
- Making Text Bold
- Italicising Text
- Underlining Text
- Applying Strikethrough
- Subscripting Text
- Superscripting Text
- Highlighting Text
- Changing Case
- Changing Text Colour
- Using the Format Painter
- Challenge Exercise
- Challenge Exercise Sample

Working With Paragraphs
- Understanding Paragraph Formatting
- Understanding Text Alignment
- Changing Text Alignments
- Changing Line Spacing
- Changing Paragraph Spacing
- Indenting Paragraphs
- Outdenting Paragraphs
- Starting a Bulleted List
- Adding Bullets to Existing Paragraphs
- Starting a Numbered List
- Numbering Existing Paragraphs
- Shading Paragraphs
- Applying Borders to Paragraphs
- Challenge Exercise
- Challenge Exercise Data

Working With Pages
- Changing Page Margins
- Changing Page Orientation
- Changing Paper Sizing
- Inserting Page Breaks
- Understanding Headers and Footers
- Inserting Headers and Footers
- Inserting a Blank Header
- Inserting a Blank Footer
- Switching Between Headers and Footers
- Editing Headers and Footers
- Inserting Page Numbers
- Formatting Page Numbers
- Challenge Exercise
- Challenge Exercise Sample

Columns
- Understanding Columns
- Creating Columns of Text
- Specifying Column Widths and Spacing
- Inserting Column Breaks

AUSTRALIAN MADE & OWNED

47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Challenge Exercise
Challenge Exercise Sample

Tabs
Using Default Tabs
Setting Tabs on the Ruler
Modifying Tabs on the Ruler
Setting Tabs in the Tabs Dialog Box
Removing Tabs
Challenge Exercise
Challenge Exercise Data

Tables
Understanding Tables
Creating a Table
Adding Data to a Table
Selecting in Tables Using the Ribbon
Selecting in Tables Using the Mouse
Inserting Columns and Rows
Deleting Columns and Rows
Changing Column Widths
Changing Row Heights
Autofitting Columns
Shading Cells
Modifying Borders
Adding Custom Borders
Choosing a Table Style
Challenge Exercise
Challenge Exercise Data

Performing a Mail Merge
Understanding Mail Merge
Understanding the Mail Merge Process
Creating a Recipient List
Creating the Starting Document
Starting the Mail Merge Wizard
Selecting a Recipient List
Inserting Mail Merge Fields
Previewing the Merged Documents
Completing the Merge
Challenge Exercise
Challenge Exercise Data

Printing Your Documents
Understanding Printing
Previewing Your Document
Quick Printing
Selecting a Printer
Printing the Current Page
Specifying a Range of Pages
Specifying the Number of Copies
Challenge Exercise
Challenge Exercise Sample

Creating Letters
Selecting a Letter Template
Typing the Letter
Inserting the Date
Customising the Layout
Preparing the Envelope
Formatting the Envelope Text
Creating a Sheet of Address Labels
Challenge Exercise
Challenge Exercise Data

Setting Word Options
Understanding Word Options
Personalising Word
Setting Display Options
Understanding File Locations
Setting File Locations
Understanding Save Options
Setting Save Options
Challenge Exercise
Challenge Exercise Sample

General Computer Operation
Risks and Hazards in the Office
Setting Up an Ergonomic Workstation
Breaks and Exercises
Reducing Paper Wastage
Environmentally Friendly Computing
Backup Procedures
Challenge Exercise
Challenge Exercise Workspace

Getting Help
Understanding How Help Works
Using Tell Me
Accessing the Help Window
Navigating the Help Window
Using Google to Get Help
Printing a Help Topic
Challenge Exercise
Challenge Exercise Sample

Product Code: INF1741 ISBN: 978-1-925526-16-5

Unit Mapping

This unit describes the skills and knowledge required to develop basic keyboard skills using touch typing techniques in a broad range of settings.

	Performance Criteria	Location
1	**Prepare to produce documents**	
1.1	Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met	Chapter 17: General Computer Operation
1.2	Identify document purpose, audience and presentation requirements, and clarify with relevant personnel as required	Chapter 1: Getting Started With Word
1.3	Identify organisational and task requirements for document layout and design	Generally assumed throughout
2	**Produce documents**	
2.1	Format document using appropriate software functions to adjust page layout to meet information requirements, in accordance with organisational style and presentation requirements	Chapter 5: Working With Text, Chapter 6: Cutting and Copying, Chapter 7: Text Appearance, Chapter 8: Working With Paragraphs, Chapter 9: Working With Pages, Chapter 10: Columns, Chapter 11: Tabs, Chapter 12: Tables, Chapter 13: Performing a Mail Merge
2.2	Use system features to identify and manipulate screen display options and controls	Chapter 3: Working With a Document, Chapter 16: Setting Word Options
2.3	Use manuals, user documentation and online help to overcome problems with document presentation and production	Chapter 18: Getting Help
3	**Finalise documents**	
3.1	Ensure final document is previewed, checked, adjusted and printed in accordance with organisational and task requirements	Chapter 2: Your First Document, Chapter 14: Printing Your Documents
3.2	Ensure document is prepared within designated timelines and organisational requirements	Generally assumed throughout, Chapter 2: Your First Document
3.3	Name and store document in accordance with organisational requirements and exit application without information loss/damage	Chapter 1: Getting Started With Word, Chapter 2: Your First Document, Chapter 3: Working With a Document, Chapter 4: Saving Documents, Chapter 17: General Computer Operation