INFOCUS COURSEWARE

BSBITU303 Design And Produce Text Documents

Microsoft Word 2016

WATSONIA PUBLISHING

Product Code: INF1745 ISBN: 978-1-925526-73-8

General Description

This has been mapped to the ***BSBITU303 - Design And Produce Text Documents*** competency. It applies to individuals who provide administrative support within an enterprise, or those who may be technical/knowledge experts responsible for production of their own word processed documents.

Learning Outcomes

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

- understand the importance of establishing and using document standards
- save various kinds of documents
- work with multiple documents
- use formatting techniques to position text and paragraphs
- define and modify lists
- create and apply styles
- create and use templates
- work effectively with features that affect the page layout of your document
- apply various page layout techniques
- learn how to work with section breaks
- insert headers and footers into a document
- create and format columns
- create and modify tables
- perform a mail merge from scratch
- use ***AutoCorrect*** to automatically correct words and phrases
- check the spelling and grammar of a document
- create and use building blocks
- insert content from other sources
- insert and work with text boxes
- insert and work with pictures in a ***Word*** document
- print a document
- understand and work with printing features
- 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

BSBITU303 Design And Produce Text Documents assumes some knowledge of Microsoft Word 2016, as well as a general understanding of personal computers and the Windows operating system environment.

Topic Sheets

260 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.

Product Information

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- **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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Deleting Columns and Rows
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Navigating the Help Window
Using Google to Get Help
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Challenge Exercise
Challenge Exercise Sample

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Unit Mapping

This unit describes the performance outcomes, skills and knowledge required to design and develop predominantly text based documents using advanced 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 23: General Computer Operation
1.2	Identify document purpose, audience and presentation requirements, and clarify with relevant personnel as required	Chapter 1: Document Standards
1.3	Identify organisational and task requirements for text-based business documents to ensure consistency of style and image	Chapter 1: Document Standards
2	**Design word processed documents**	
2.1	Design document structure and layout to suit purpose, audience and information requirements of task	Chapter 6: Styles, Chapter 7: Templates, Chapter 8: Working With Pages, Chapter 9: Page Techniques, Chapter 10: Section Breaks, Chapter 11: Headers and Footers, Chapter 14: Merging From Scratch
2.2	Design document to enhance readability and appearance, and to meet organisational and task requirements for style and layout	Chapter 4: Formatting Techniques, Chapter 5: Lists, Chapter 8: Working With Pages, Chapter 9: Page Techniques, Chapter 10: Section Breaks, Chapter 11: Headers and Footers
2.3	Use style sheets and automatic functions to ensure consistency of design and layout	Chapter 6: Styles, Chapter 7: Templates, Chapter 14: Merging From Scratch, Chapter 15: AutoCorrect, Chapter 16: Spelling and Grammar, Chapter 17: Building Blocks
3	**Add tables and other data**	
3.1	Insert a standard table into a document, changing cells to meet information requirements	Chapter 13: Tables
3.2	Insert and delete columns and rows as necessary	Chapter 13: Tables
3.3	Insert images and other data to meet required specifications	Chapter 19: Text Boxes, Chapter 20: Pictures
4	**Produce text documents**	
4.1	Use advanced software functions to enable efficient production of documents	Chapter 6: Styles, Chapter 7: Templates, Chapter 14: Merging From Scratch, Chapter 15: AutoCorrect, Chapter 17: Building Blocks
4.2	Enter or import, and edit text and other data to meet required specifications	Chapter 18: Importing
4.3	Preview, adjust and print documents in accordance with organisational and task requirements	Chapter 21: Printing Your Documents, Chapter 22: Printing Features
4.4	Name and store text documents, in accordance with organisational requirements and exit application without information loss/damage	Chapter 1: Document Standards, Chapter 2: Saving Documents
4.5	Prepare text documents within designated timelines and organisational requirements for speed and accuracy	Generally assumed throughout
4.6	Use manuals, user documentation and online help to overcome problems with document design and production	Chapter 24: Getting Help

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