❖ **General Description**

This course 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:

- work with the basic features of **Publisher**
- create a new publication
- understand concepts essential to the use of **Publisher**
- understand how to work with text
- understand different techniques for working with text
- insert building blocks into a publication
- insert and modify shapes
- insert and modify pictures
- create, use and modify a table
- create publications based on different layout and design options
- use master pages effectively
- conduct and customise a mail merge
- create a catalogue merge
- save and share a publication in several different ways
- work safely with your computer, consider your impact on the environment and manage files and folders efficiently
- find the information you need in **Help**

❖ **Prerequisites**

BSBITU309 Produce Desktop Published Documents assumes some knowledge of Microsoft Publisher 2016, as well as a general understanding of personal computers and the Windows operating system.

❖ **Topic Sheets**

184 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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AUSTRALIAN MADE & OWNED

Contents

Product Information

Creating Additional Master Pages
Using Multiple Master Pages
Challenge Exercise
Challenge Exercise Workspace

Mail Merge
Creating a Data Source
Creating a Mail Merge Publication
Showing Merge Results
Sorting a Merge
Filtering Data
Merge Printing
Clearing a Filter
Challenge Exercise
Challenge Exercise Sample

Catalogue Merge
Understanding the Merge Area
Creating a Product List
Selecting a Merge Area Layout
Inserting Text Fields
Formatting Text Fields
Inserting Picture Fields
Previewing and Modifying a
Catalogue Merge
Merging to a New Publication
Challenge Exercise
Challenge Exercise Sample

Saving and Sharing
Sending a Publication as an Email
Changing the File Type
Saving for Photo Printing
Saving for a Commercial Printer
Saving for Another Computer
Challenge Exercise
Challenge Exercise Workspace

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
Accessing the Help Window
Navigating the Help Window

Using Google to Get Help
Challenge Exercise
Challenge 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 15: General Computer Operation
1.2	Use energy and resource conservation techniques	Chapter 15: General Computer Operation
1.3	Identify document purpose, audience and presentation requirements, and clarify with relevant personnel as required	Generally assumed throughout
1.4	Identify organisational and task requirements for desktop published documents to ensure consistency of style and image	Generally assumed throughout, Chapter 1: Getting Started With Publisher, Chapter 2: Your First Publication, Chapter 3: Working With a Publication
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: Getting Started With Publisher, Chapter 2: Your First Publication, Chapter 3: Working With a Publication
2.2	Select appropriate formatting and create templates or master pages to ensure consistency of design and layout	Chapter 2: Your First Publication, Chapter 4: Working With Text, Chapter 5: Text Techniques, Chapter 9: Working With Tables, Chapter 10: Design and Layout, Chapter 11: Master Pages
2.3	Confirm layout with appropriate person	Generally assumed throughout. Can be tested using end of chapter challenge exercises
3	**Create desktop published document**	
3.1	Prepare, format and enter required text	Chapter 2: Your First Publication, Chapter 4: Working With Text, Chapter 5: Text Techniques, Chapter 9: Working With Tables
3.2	Import text from other applications and resolve any formatting issues	Chapter 4: Working With Text, Chapter 5: Text Techniques, Chapter 12: Mail Merge, Chapter 13: Catalogue Merge
3.3	Scan or import graphics from other applications and resolve any formatting issues	Chapter 6: Building Blocks, Chapter 7: Working With Shapes, Chapter 8: Working With Pictures, Chapter 13: Catalogue Merge
3.4	Arrange text and graphics according to organisational and task requirements	Chapter 4: Working With Text, Chapter 5: Text Techniques, Chapter 6: Building Blocks, Chapter 7: Working With Shapes, Chapter 8: Working With Pictures, Chapter 9: Working With Tables, Chapter 10: Design and Layout
4	**Finalise desktop published document**	
4.1	Review text for possible errors and omissions, and resolve any issues	Generally assumed throughout, Chapter 4: Working With Text, Chapter 5: Text Techniques
4.2	Check page order, structure and linkages	Generally assumed throughout, Chapter 3: Working With a Publication, Chapter 10: Design and Layout
4.3	Produce completed document in required format	Chapter 2: Your First Publication, Chapter 10: Design and Layout, Chapter 14: Saving and Sharing
4.4	Name and store text documents, in accordance with organisational requirements and exit the application without information loss/damage	Chapter 2: Your First Publication, Chapter 15: General Computer Operation
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 16: Getting Help