

INFOCUS COURSEWARE

BSBITU401 Design And Develop Complex Text Documents

Microsoft Word 2016



Product Code: INF1751

ISBN: 978-1-925526-79-0

 ✤ 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: create and work effectively with themes create and use templates create and use templates create and use building blocks use table features to improve the layout and format of tables learn how to work with section breaks insert headers and footers into a document insert and work with pictures in a <i>Word</i> document work with shapes, screen shots and screen clips create and work with <i>SmartArt</i> insert and work with text boxes create and work with a table of contents create and work with a table of contents create and work with a nindex in a document create, use and delete bookmarks insert and edit footnotes and endnotes create and work with printing features understand, insert and work with fields in a document create and work with electronic forms in <i>Word</i> create and work with helectronic forms in <i>Word</i> 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 2016, as well as fundamental skills in computer operations.	
Topic Sheets	287 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	



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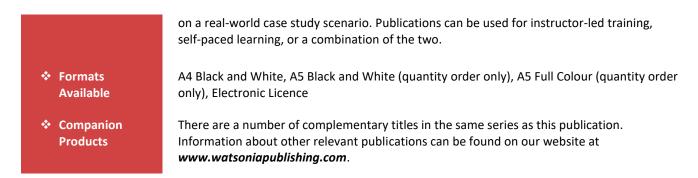


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Understanding Fields The Field Dialog Box Inserting a Document Information Field Setting Field Properties Showing and Hiding Field Codes Inserting Formula Fields Inserting a Date and Time Field Updating Fields Automatically When Printing Locking and Unlocking Fields Applying a Number Format Challenge Exercise Challenge Exercise Sample

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Interactive Fields

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General Computer Operation

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Breaks and Exercises Reducing Paper Wastage Environmentally Friendly Computing Backup Procedures Challenge Exercise Challenge Exercise Workspace

Getting Help

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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 25: General Computer Operation
1.2	Identify document purpose, audience and presentation requirements, and clarify with relevant personnel as required	Generally assumed throughout, Chapter 1: Themes, Chapter 2: Styles, Chapter 3: Templates, Chapter 4: Building Blocks
1.3	Identify organisational requirements for text-based business documents to ensure consistency of style and image	Chapter 1: Themes, Chapter 2: Styles, Chapter 3: Templates, Chapter 4: Building Blocks
1.4	Evaluate complex technical functions of the software for its usefulness in fulfilling requirements of the task	Chapter 1: Themes, Chapter 2: Styles, Chapter 3: Templates, Chapter 4: Building Blocks, Chapter 5: Table Features, Chapter 6: Section Breaks, Chapter 7: Headers and Footers, Chapter 8: Pictures, Chapter 9: Shapes and Screenshots, Chapter 10: SmartArt, Chapter 12: Importing, Chapter 13: Master Documents, Chapter 14: Table of Contents, Chapter 15: Indexing, Chapter 16: Bookmarks, Chapter 17: Footnotes and Endnotes, Chapter 18: Mail Merge Recipient Lists, Chapter 19: Mail Merge Techniques, Chapter 20: Printing Features, Chapter 21: Fields, Chapter 22: Interactive Fields, Chapter 23: Electronic Forms, Chapter 24: Macros
1.5	Match document requirements with software functions to provide efficient production of documents	Chapter 1: Themes, Chapter 2: Styles, Chapter 3: Templates, Chapter 4: Building Blocks, Chapter 5: Table Features, Chapter 6: Section Breaks, Chapter 7: Headers and Footers, Chapter 8: Pictures, Chapter 9: Shapes and Screenshots, Chapter 10: SmartArt, Chapter 12: Importing, Chapter 13: Master Documents, Chapter 14: Table of Contents, Chapter 15: Indexing, Chapter 16: Bookmarks, Chapter 17: Footnotes and Endnotes, Chapter 18: Mail Merge Recipient Lists, Chapter 19: Mail Merge Techniques, Chapter 20: Printing Features, Chapter 21: Fields, Chapter 22: Interactive Fields, Chapter 23: Electronic Forms, Chapter 24: Macros
2	Design complex documents	
2.1	Design document structure and layout to suit purpose, audience and information requirements of the task	Chapter 1: Themes, Chapter 2: Styles, Chapter 3: Templates, Chapter 4: Building Blocks
2.2	Design document to enhance readability and appearance, and to meet organisational and task requirements for style and layout	Chapter 1: Themes, Chapter 2: Styles, Chapter 3: Templates, Chapter 4: Building Blocks, Chapter 5: Table Features, Chapter 6: Section Breaks, Chapter 8: Pictures, Chapter 9: Shapes and Screenshots, Chapter 10: SmartArt



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	Performance Criteria	Location
2.3	Use complex software functions to enable efficient manipulation of information and other material, and ensure consistency of design and layout	Chapter 5: Table Features, Chapter 8: Pictures, Chapter 9: Shapes and Screenshots, Chapter 10: SmartArt, Chapter 12: Importing, Chapter 13: Master Documents, Chapter 18: Mail Merge Recipient Lists, Chapter 19: Mail Merge Techniques, Chapter 21: Fields, Chapter 22: Interactive Fields, Chapter 23: Electronic Forms, Chapter 24: Macros
2.4	Use manuals, user documentation and online help to overcome problems with document design and production	Chapter 26: Getting Help
3	Add complex tables and other data	
3.1	Insert a standard table into document, changing cells to meet information requirements	Chapter 5: Table Features
3.2	Format rows and columns as required	Chapter 5: Table Features
3.3	Insert images and other data, formatting as required	Chapter 8: Pictures, Chapter 9: Shapes and Screenshots, Chapter 10: SmartArt
4	Produce documents	
4.1	Use complex operations to develop documents, and achieve required results	Chapter 5: Table Features, Chapter 21: Fields, Chapter 22: Interactive Fields, Chapter 23: Electronic Forms, Chapter 24: Macros
4.2	Preview, adjust and print documents in accordance with organisational and task requirements	Chapter 20: Printing Features
4.3	Name and store documents in accordance with organisational requirements and exit the application without information loss/damage	Chapter 1: Themes, Chapter 2: Styles, Chapter 3: Templates, Chapter 4: Building Blocks
4.4	Prepare documents within designated time lines and organisational requirements for speed and accuracy	Generally assumed throughout



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