BSBITU401 Design And Develop Complex Text Documents

Microsoft Word 2016

INFOCUS COURSEWARE

WATSONIA PUBLISHING

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❖ 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 apply styles
- 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 ***Word*** document
- work with shapes, screen shots and screen clips
- create and work with ***SmartArt***
- insert and work with text boxes
- insert content from other sources
- create and work with master documents
- create and work with a table of contents
- create and work with an index in a document
- create, use and delete bookmarks
- insert and edit footnotes and endnotes
- create and edit recipient lists
- customise mail merges
- understand and work with printing features
- understand, insert and work with fields in a document
- create and use interactive fields.
- 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
- obtain help for ***Word*** whenever you need it

❖ 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

	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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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

	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