BSBITU404 Produce Complex Desktop Published Documents

Microsoft Word 2016

INFOCUS COURSEWARE

WATSONIA PUBLISHING

Product Code: INF1753 ISBN: 978-1-925526-81-3

❖ General Description

BSBITU404 - Produce Complex Desktop Published Documents applies to individuals who require well-developed skills in desktop publishing using Microsoft Word.

❖ Learning Outcomes

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

- understand the importance of establishing and using document standards
- create high quality designs and layouts
- use formatting techniques to position text and paragraphs
- create and work effectively with themes
- create and apply styles
- create and use templates
- create and work with master documents
- use table features to improve the layout and format of tables
- 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
- insert and work with pictures in a ***Word*** document
- enhance and correct pictures
- work with shapes, screen shots and screen clips
- create and work with ***SmartArt***
- insert and work with text boxes
- manage and manipulate text boxes
- insert and work with ***WordArt***
- understand and work with captions
- create and work with a table of contents
- create and work with an index in a document
- create and use building blocks
- check the spelling and grammar of a document
- use a range of document proofing features
- save various kinds of documents
- work with a ***PDF*** document
- insert content from other sources
- 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

BSBITU404 Produce Complex Desktop Published Documents assumes a moderate knowledge of Microsoft Word 2016.

❖ Topic Sheets

329 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 produce complex 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 29: General Computer Operation
1.2	Use energy and resource conservation techniques	Chapter 29: General Computer Operation
1.3	Identify document purpose, audience, presentation and final output requirements, and clarify with relevant personnel as required	Generally assumed throughout - can be tested through practice exercises and integration assignment, Chapter 1: Document Standards, Chapter 2: Document Design and Layout
1.4	Identify organisational and task requirements for desktop published documents to ensure consistency of style and image	Generally assumed throughout - can be tested through practice exercises and integration assignment
2	**Design desktop published documents**	
2.1	Design document to enhance readability and appearance, according to organisational and task requirements	Generally assumed throughout - can be tested through practice exercises and integration assignment
2.2	Determine document type and assess production and design requirements	Generally assumed throughout. Can be tested through practice exercises and integration assignment
2.3	Set up and use master pages, templates and styles to ensure consistency of design and layout	Chapter 4: Themes, Chapter 5: Styles, Chapter 6: Templates, Chapter 7: Master Documents
2.4	Set up colour palettes according to organisational and task requirements	Generally assumed throughout. Can be tested through practice exercises and integration assignment
3	**Create desktop published documents**	
3.1	Prepare, format and enter required text	Chapter 1: Document Standards, Chapter 2: Document Design and Layout, Chapter 3: Formatting Techniques, Chapter 8: Table Features, Chapter 17: Text Boxes, Chapter 18: Text Box Techniques, Chapter 19: WordArt, Chapter 23: Building Blocks
3.2	Import text from other applications and resolve any formatting issues	Chapter 28: Importing
3.3	Scan or import graphics from other applications and resolve any formatting issues	Chapter 28: Importing
3.4	Use complex software functions to arrange text and graphics on page, according to organisational and task requirements	Chapter 11: Section Breaks, Chapter 12: Headers and Footers, Chapter 13: Pictures, Chapter 14: Enhancing Pictures, Chapter 15: Shapes and Screenshots, Chapter 16: SmartArt, Chapter 17: Text Boxes, Chapter 18: Text Box Techniques, Chapter 19: WordArt

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	Performance Criteria	Location
4	**Finalise desktop published documents**	
4.1	Ensure pages and combined graphics and text are composed correctly, to suit organisational and task requirements	Generally assumed throughout - can be tested through practice exercises and integration assignment, Chapter 21: Table of Contents, Chapter 22: Indexing
4.2	Check that numerical sequencing and layout of document is correct, to meet binding and finishing requirements	Chapter 1: Document Standards, Chapter 2: Document Design and Layout, Chapter 24: Spelling and Grammar, Chapter 25: Document Proofing Features
4.3	Incorporate bleed allowance in margins and borders	Chapter 10: Page Techniques
5	**Produce desktop published documents**	
5.1	Review text for possible errors and omissions, and resolve any issues	Chapter 24: Spelling and Grammar, Chapter 25: Document Proofing Features
5.2	Produce completed document in line with required final output	Chapter 26: Saving Documents
5.3	Name and store text documents, in accordance with organisational requirements and exit the application without information loss/damage	Chapter 26: Saving Documents
5.4	Prepare text documents within designated timelines and organisational requirements for speed and accuracy	Generally assumed throughout - can be tested through practice exercises and integration assignment, Chapter 1: Document Standards, Chapter 2: Document Design and Layout
5.5	Use manuals, user documentation and online help to overcome problems with document design and production	Chapter 30: Getting Help