INFOCUS COURSEWARE

BSBADM506 Manage Business Document Design And Development

Microsoft Word 2016

WATSONIA PUBLISHING

Product Code: INF1754 ISBN: 978-1-925526-82-0

❖ General Description

This publication has been mapped to the ***BSBADM506 - Manage Business Document Design And Development*** competency. It applies to individuals employed in a range of work environments who require well-developed skills in the use of a range of software packages. They use these skills to establish, document and implement consistent standards of document design within an organisation.

❖ Learning Outcomes

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

- understand the importance of establishing and using document standards
- work with multiple documents
- work with a ***PDF*** document
- insert content from other sources
- create and use templates
- create and use building blocks
- use table features to improve the layout and format of tables
- create and edit recipient lists
- customise mail merges
- create, use and delete bookmarks
- understand, insert and work with fields in a document
- create and use interactive fields.
- use a range of document proofing features
- use ***AutoCorrect*** to automatically correct words and phrases
- use reviewing and commenting tools when editing documents
- understand and use the tracking feature in ***Word***
- create and work with electronic forms in ***Word***
- create and work with macros

❖ Prerequisites

BSBADM506 Manage Business Document Design And Development assumes a good working understanding of Microsoft Word 2016.

❖ Topic Sheets

196 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***.

Product Information

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This information sheet was produced on Tuesday, December 19, 2017 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

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Contents

Document Standards
- Types of Business Documents
- Understanding Word Processing
- Types of Word Processed Documents
- How Spreadsheets Work
- The Appropriateness of Spreadsheets
- Choosing Appropriate Software
- Who Prepares Business Documents
- Speeding Up Document Production
- Establishing Document Standards
- Challenge Exercise
- Challenge Exercise Workspace

Multiple Documents
- Opening Multiple Documents
- Switching Between Open Documents
- Arranging All
- Viewing Side by Side
- Synchronised Scrolling
- Resetting the Window Position
- Challenge Exercise
- Challenge Exercise Sample

Working With PDF Documents
- Understanding PDF Documents
- Saving a Document as a PDF
- Viewing a PDF File in Reader
- Challenge Exercise
- Challenge Exercise Sample

Importing
- Understanding Importing
- Importing Text
- Importing Excel Data
- Importing and Linking Excel Data
- Importing and Embedding Excel Data
- Modifying Embedded Excel Data
- Challenge Exercise
- Challenge Exercise Sample

Templates
- Understanding Templates
- Using a Sample Template
- Downloading an Online Template
- Creating a Template
- Modifying a Template
- Using a Custom Template
- Attaching a Template to a Document
- Copying Styles Between Templates
- Creating a Template From a Template
- Tips for Developing Templates
- Challenge Exercise
- Challenge Exercise Sample

Building Blocks
- Understanding Building Blocks
- AutoText Versus Quick Parts
- Inserting a Building Block
- Creating Quick Parts
- Saving Building Blocks
- Inserting Quick Parts
- Editing Building Blocks
- Deleting Building Blocks
- Challenge Exercise
- Challenge Exercise Data

Table Features
- Creating a Table From Text
- Aligning Data in Cells
- Displaying Table Gridlines
- Inserting Formulas Into a Table
- Updating Formulas in a Table
- Sorting Table Data
- Merging Table Cells
- Splitting Table Cells
- Understanding Table Properties
- Aligning Tables
- Changing the Direction of Text
- Repeating Heading Rows
- Converting a Table to Text
- Challenge Exercise
- Challenge Exercise Sample

Mail Merge Recipient Lists
- Understanding Recipient Lists
- Creating a Recipient List
- Customising the Columns
- Adding Records
- Deleting Records
- Saving a Recipient List
- Challenge Exercise
- Challenge Exercise Data

Mail Merge Techniques
- Running a Saved Merge
- Excluding Recipients
- Filtering Recipients
- Sorting Recipients
- Selecting Another Data Source
- Applying an if Then Else Rule
- Applying a Fill in Rule
- Challenge Exercise
- Challenge Exercise Data

Bookmarks
- Creating Bookmarks
- Navigating With Bookmarks
- Deleting Bookmarks
- Challenge Exercise
- Challenge Exercise Sample

Fields
- Understanding Fields
- The Field Dialog Box
- Inserting a Document Information Field
- Setting Field Properties
- Showing and Hiding Field Codes
- Showing and Hiding Field Shading
- 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

Interactive Fields
- Understanding Interactive Fields
- Inserting a FILLIN Field
- Typing Field Codes Into a Document
- Activating Interactive Fields
- Inserting an ASK Field
- Using REF to Display Bookmarks
- Activating Fields Automatically
- Challenge Exercise
- Challenge Exercise Sample

Document Proofing Features
- Proofreading Your Document
- Using Proofreading Marks
- Disabling the Spelling and Grammar Checker
- Customising the Spelling Checker
- Customising the Grammar Checker
- Using the Thesaurus
- Setting a Different Proofing Language

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Translating Selected Text
Setting the Default Language
Challenge Exercise
Challenge Exercise Data

AutoCorrect

Understanding AutoCorrect
Using AutoCorrect
Adding AutoCorrect Entries
Using Math AutoCorrect
Understanding AutoFormat
Using AutoFormat
Using AutoFormat as You Type
Challenge Exercise
Challenge Exercise Sample

Document Commenting

Highlighting Text
Inserting Comments
Working With Comments
Challenge Exercise
Challenge Exercise Sample

Tracking Changes

Understanding Tracking Changes
Enabling and Disabling Tracked Changes
Switching Between Simple Markup and All Markup
Using Comments in Tracked Changes
Showing and Hiding Markup
Showing Revisions Inline and in Balloons
Advanced Tracking Options
Accepting and Rejecting Changes
Challenge Exercise
Challenge Exercise Sample

Electronic Forms

Understanding Electronic Forms in Word
Creating the Form Layout
Understanding Content Controls
Displaying the Developer Tab
Inserting Text Controls
Setting Content Control Properties
Inserting the Date Picker Control
Inserting Prompt Text
Inserting Formulas
Inserting a Combo Box Control
Inserting a Drop Down List Control
Protecting and Saving the Form
Using an Electronic Form
Editing a Protected Form
Challenge Exercise
Challenge Exercise Data

Macros

Understanding Macros in Word
Setting Macro Security
Saving a Document as Macro-Enabled
Recording a Macro
Running a Macro
Assigning a Macro to the Toolbar
Assigning a Keyboard Shortcut to a Macro
Editing a Macro
Creating a MacroButton Field
Copying a Macro
Deleting a Macro
Tips for Developing Macros
Challenge Exercise
Challenge Exercise Data

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Unit Mapping

This unit describes the skills and knowledge required to establish standards for the design and production of organisational documents and to manage document design and production processes to ensure agreed standards are met.

	Performance Criteria	Location
1	**Establish documentation standards**	
1.1	Identify organisational and legislative requirements for information entry, storage, output, and quality of document design and production	Chapter 1: Document Standards
1.2	Evaluate organisation's present and future information technology capability in terms of its impact on document design and production	Generally assumed throughout
1.3	Identify types of documents used and required by the organisation	Chapter 1: Document Standards
1.4	Establish documentation standards and design tasks for organisational documents in accordance with information, budget and technology requirements	Chapter 1: Document Standards
2	**Manage template design and development**	
2.1	Ensure standard formats and templates suit the purpose, audience and information requirements of each document	Chapter 5: Templates
2.2	Ensure document templates enhance readability and appearance, and meet organisational requirements for style and layout	Chapter 5: Templates
2.3	Test templates, obtain organisational and user feedback, and make amendments as necessary to ensure maximum efficiency and quality of presentation	Chapter 5: Templates
3	**Develop standard text for documents**	
3.1	Evaluate complex technical functions of software for their usefulness in automating aspects of standard document production	Chapter 6: Building Blocks

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	Performance Criteria	Location
3.2	Match requirements of each document with software functions to allow efficient production of documents	Chapter 7: Table Features, Chapter 8: Mail Merge Recipient Lists, Chapter 9: Mail Merge Techniques, Chapter 10: Bookmarks, Chapter 11: Fields, Chapter 12: Interactive Fields, Chapter 17: Electronic Forms
3.3	Test macros to ensure they meet the requirements of each document in accordance with documentation standards	Chapter 18: Macros
4	**Develop and implement strategies to ensure the use of standard documentation**	
4.1	Prepare explanatory notes for the use of standard templates and macros using content, format and language style to suit existing and future users	Chapter 1: Document Standards, Chapter 5: Templates, Chapter 18: Macros
4.2	Develop and implement training on the use of standard templates and macros and adjust the content and level of detail to suit user needs	Chapter 5: Templates, Chapter 18: Macros
4.3	Produce, circulate, name and store master files and print copies of templates and macros in accordance with organisational requirements	Chapter 1: Document Standards
5	**Develop and implement strategies for maintenance and continuous improvement of standard documentation**	
5.1	Monitor use of standard documentation templates and macros, and evaluate the quality of documents produced against documentation standards	Chapter 1: Document Standards, Chapter 2: Multiple Documents, Chapter 3: Working With PDF Documents, Chapter 4: Importing
5.2	Review documentation standards against the changing needs of the organisation, and plan and implement improvements in accordance with organisational procedures	Chapter 1: Document Standards