INFOCUS COURSEWARE

BSBITU211 Produce Digital Text Documents

Microsoft Word 2016

WATSONIA PUBLISHING

Product Code: INF1841 ISBN: 978-1-925873-71-9

❖ General Description

This publication has been mapped to the ***BSBITU211 - Produce Digital Text Documents*** competency. It applies to individuals who perform a range of mainly routine tasks and generally work under direct supervision using limited practical skills and fundamental knowledge.

❖ Learning Outcomes

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

- work with the basic features of ***Word***
- create a new document
- work with a document
- save various kinds of documents
- select and work with text in a document
- cut and copy information within and between documents
- use a range of font formatting techniques
- format paragraphs
- work effectively with features that affect the page layout of your document
- create and format columns
- work with tabs
- create and modify tables
- use the ***Mail Merge Wizard*** to perform mail merges
- print a document
- create and understand letters
- modify ***Word*** options
- 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

BSBITU211 Produce Digital Text Documents assumes little or no knowledge of word processing or Microsoft Word 2016. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

220 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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Unit Mapping

This unit describes the skills and knowledge required to develop basic keyboard skills using touch typing techniques in a broad range of settings.

	Performance Criteria	Location
1	**Prepare to produce documents**	
1.1	Adjust workspace, furniture, and equipment to suit ergonomic environments	Chapter 17: General Computer Operation
1.2	Ensure workspace meets organisational work health and safety requirements for digital device operation, taking into account the type of device to be used	Chapter 17: General Computer Operation
1.3	Identify document purpose, audience and presentation requirements, and clarify with relevant personnel as required	Generally assumed throughout, Chapter 1: Getting Started With Word
1.4	Identify organisational and task requirements for document layout and design	Generally assumed throughout, Chapter 1: Getting Started With Word
1.5	Select most appropriate word processing application to produce document, in accordance with available resources and organisational policies	Chapter 1: Getting Started With Word
2	**Produce documents digitally**	
2.1	Format document using appropriate application functions to adjust layout to meet information requirements, in accordance with organisational style and presentation requirements	Chapter 5: Working With Text, Chapter 6: Cutting and Copying, Chapter 7: Text Appearance, Chapter 8: Working With Paragraphs, Chapter 9: Working With Pages, Chapter 10: Columns, Chapter 11: Tabs, Chapter 12: Tables, Chapter 13: Performing a Mail Merge
2.2	Use application features to identify and manipulate display options and controls	Chapter 3: Working With a Document, Chapter 16: Setting Word Options
2.3	Use relevant help functions to overcome simple issues relating to document presentation and production	Chapter 18: Getting Help
3	**Finalise and present documents**	
3.1	Review and edit final document, and prepare for delivery in accordance with organisational and task requirements	Chapter 2: Your First Document, Chapter 14: Printing Your Documents
3.2	Deliver document to relevant audience within designated timelines and in accordance with organisational requirements	Generally assumed throughout, Chapter 2: Your First Document
3.3	Name and store document in accordance with organisational requirements and exit application without information loss	Chapter 1: Getting Started With Word, Chapter 2: Your First Document, Chapter 3: Working With a Document, Chapter 4: Saving Documents, Chapter 17: General Computer Operation