INFOCUS COURSEWARE

BSBITU313 Design And Produce Digital Text Documents

Microsoft Word 2016

WATSONIA PUBLISHING

Product Code: INF1845 ISBN: 978-1-925873-22-1

General Description

This has been mapped to the ***BSBITU313 - Design And Produce Digital Text Documents*** competency. It applies to individuals who provide administrative support within an enterprise, or those who may be technical/knowledge experts responsible for production of their own word processed documents.

Learning Outcomes

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

- understand the importance of establishing and using document standards
- save various kinds of documents
- work with multiple documents
- use formatting techniques to position text and paragraphs
- define and modify lists
- create and apply styles
- create and use templates
- 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
- create and format columns
- create and modify tables
- perform a mail merge from scratch
- use ***AutoCorrect*** to automatically correct words and phrases
- check the spelling and grammar of a document
- create and use building blocks
- insert content from other sources
- insert and work with text boxes
- insert and work with pictures in a ***Word*** document
- print a document
- understand and work with printing features
- 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

BSBITU313 Design And Produce Digital Text Documents assumes some knowledge of Microsoft Word 2016, as well as a general understanding of personal computers and the Windows operating system environment.

Topic Sheets

258 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.

Product Information

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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 performance outcomes, skills and knowledge required to design and develop predominantly text based documents using advanced features of word processing software.

	Performance Criteria	Location
1	**Prepare to produce documents**	
1.1	Adjust workspace, furniture and equipment to suit user ergonomic environments	Chapter 23: General Computer Operation
1.2	Ensure workspace meets organisational requirements related to work health and safety, and energy and resource conservation, taking into account the type of digital device to be used	Chapter 1: Document Standards
1.3	Identify document purpose, audience and presentation requirements, and clarify with relevant personnel as required	Chapter 1: Document Standards
1.4	Identify organisational and task requirements for text-based business documents to ensure consistency of style and image	Chapter 1: Document Standards
1.5	Select most appropriate word processing application to produce document, in accordance with available resources and organisational policies	Chapter 1: Document Standards
2	**Design documents digitally**	
2.1	Design document structure and layout to suit purpose, audience and information requirements of task	Chapter 6: Styles, Chapter 7: Templates, Chapter 8: Working With Pages, Chapter 9: Page Techniques, Chapter 10: Section Breaks, Chapter 11: Headers and Footers, Chapter 14: Merging From Scratch
2.2	Design document to enhance readability and appearance, and to meet organisational and task requirements for style and layout	Chapter 4: Formatting Techniques, Chapter 5: Lists, Chapter 8: Working With Pages, Chapter 9: Page Techniques, Chapter 10: Section Breaks, Chapter 11: Headers and Footers
2.3	Use available application functions to ensure consistency of design and layout, adhering to organisational and task requirements	Chapter 6: Styles, Chapter 7: Templates, Chapter 14: Merging From Scratch, Chapter 15: AutoCorrect, Chapter 16: Spelling and Grammar, Chapter 17: Building Blocks
2.4	Insert a standard table into document, changing cells, columns, and rows as necessary to meet information requirements	Chapter 13: Tables
2.5	Insert and format visual elements (including, for example, images or icons) to meet organisational and task requirements for style and layout	Chapter 20: Pictures
3	**Produce text documents digitally**	
3.1	Use intermediate-level application functions to enable efficient production of digital text documents	Generally assumed throughout
3.2	Enter or import, and edit text and other data to meet task requirements	Chapter 18: Importing
3.3	Preview, adjust and prepare documents for delivery in accordance with organisational and task requirements	Chapter 16: Spelling and Grammar, Chapter 21: Printing Your Documents, BW1688
3.4	Name and store document, in accordance with organisational requirements for speed and accuracy	Chapter 2: Saving Documents
3.5	Deliver document within designated timelines and organisational requirements for speed and accuracy	Generally assumed throught
3.6	Use relevant help functions to overcome intermediate issues with document design and production	Chapter 24: Getting Help

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