



Produce Simple Word Processed Documents BSBITU201A - Microsoft Word 2007

General Description	This publication has been mapped to the <i>BSBITU201A Produce Simple Word Processed Documents</i> competency and as such the skills and knowledge acquired by working through this publication are consistent with those required in the competency criteria and range statements.
Learning Outcomes	<p>At the completion of this competency students should be able to:</p> <ul style="list-style-type: none"> • understand the types of documents that can be word processed • work with the basic features of Word • create a new document • open, navigate, preview and count the words in a document and understand how a document is presented on the screen • 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 headers and footers in documents • create and work with various types of tabs • create and format columns • print a document • create and print letters, envelopes and labels • use the Mail Merge Wizard to perform mail merges • modify Word options • find the information you need in Help • work comfortably and safely, be assured that you are a responsible environmental citizen, and effectively manage your files and folders
Competency Assessment	The publication contains a series of <i>Challenge Exercises</i> that will help students practise their competence as they work through the manual or they be used for assessment purposes. It also contains an <i>Integrated Assignment</i> which is a scenario based series of tasks that can be used by the teacher/trainer to test the students understanding and competence.
Pages	268 pages
Nominal Unit Duration	60 Hours
Student Files	Student files can be downloaded free of charge from our web site at www.watsoniapublishing.com . A copy of these files can also be found on the <i>Teacher Resource CD</i> for this publication.
Teacher Resources	A <i>Teacher Resource CD</i> which includes <i>Teacher's Handbook</i> , <i>Solutions Handbook</i> , competency mappings, test bank questions, survey forms and questionnaires, etc) is available for this publication
Companion Publications	There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com .



Produce Simple Word Processed Documents

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Contents

Word Processing

- Understanding Word Processing
- Types Of Word Processed Documents
- Word Processing

Getting To Know Word

- Starting Word
- The Word Screen
- Using The Ribbon
- Using KeyTip Badges
- Minimising The Ribbon
- Shortcut Menus
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- The Quick Access Toolbar
- Customising The Quick Access Toolbar
- The Office Button
- Using The Office Button
- The Status Bar
- Customising The Status Bar
- Exiting Safely From Word
- Getting To Know Word

Creating A New Document

- Creating Documents In Word
- Using The Blank Document Template
- Typing Text
- The Save As Dialog Box
- Saving A New Document
- Typing Numbers
- Inserting A Date
- Document Proofing
- Checking Spelling And Grammar
- Making Basic Changes
- Saving An Existing Document
- Printing A Document
- Safely Closing a Document
- Creating A New Document

Working With A Document

- Opening An Existing Document
- Navigating With The Keyboard
- Scrolling Through A Document
- Understanding Document Views
- Changing Document Views
- Page Zooming
- Viewing The Ruler
- Showing Paragraph Marks
- Previewing A Document
- Counting Words
- The Open Dialog Box
- Working With A Document

Working With Text

- Techniques For Selecting Text
- Selecting Text Using The Mouse
- Selecting Text Using The Keyboard
- Editing In Insert Mode
- Editing Text In Overtyping Mode
- Deleting Text
- Using Undo
- Using Redo
- Understanding Find And Replace
- The Find And Replace Dialog Box
- Finding Words And Phrases
- Replacing Words And Phrases
- Using Go To
- Working With Text

Cutting And Copying

- Understanding Cutting And Copying
- Cutting And Pasting
- Copying And Pasting
- Drag And Drop Cutting
- Drag And Drop Copying
- Using The Clipboard Task Pane
- Cutting And Copying

Font Formatting

- Understanding Font Formatting
- Working With Live Preview
- Changing Fonts
- Changing Font Size
- Growing And Shrinking Fonts
- Making Text Bold
- Italicising Text
- Underlining Text
- Font Formatting

Paragraph Formatting

- Understanding Paragraph Formatting
- Changing Text Alignments
- Changing Line Spacing
- Changing Paragraph Spacing
- Indenting Paragraphs
- Outdenting Paragraphs
- Starting A Bulleted List
- Adding Bullets To Existing Paragraphs
- Removing Existing Bullets
- Starting A Numbered List
- Numbering Existing Paragraphs
- Removing Existing Numbers
- Shading Paragraphs
- Applying Borders To Paragraphs
- Paragraph Formatting

Page Layout

- Changing Page Margins
- Setting Custom Margins
- Changing Page Orientation
- Changing Paper Sizing
- Setting Custom Paper Sizes
- Inserting Page Breaks
- Removing Page Breaks
- Inserting Page Numbers
- Formatting Page Numbers
- Removing Page Numbers
- Page Layout

Headers And Footers

- Understanding Headers And Footers
- Quick Headers And Footers
- Creating A Blank Header
- Creating A Blank Footer
- Switching Between Headers And Footers
- Editing Headers And Footers
- Adding Page Numbering
- Adding Date Information
- Adding Document Information
- Formatting Headers And Footers
- Headers And Footers

Tabs

- Using Default Tabs
- Setting Tabs On The Ruler
- Modifying Tabs On The Ruler
- Using The Tabs Dialog Box
- Tab Leaders
- Bar Tabs
- Setting Varied Tabs
- Removing Tabs
- Tab Leaders

Columns

- Understanding Columns
- Creating Columns
- Specifying Column Settings
- Balancing Column Text
- Inserting Column Breaks
- Deleting Column Breaks
- Creating Columns Mid Page
- Columns

Printing

- Understanding Printing
- Print Previewing
- Quick Printing
- Selecting A Printer
- Printing The Current Page
- Specifying A Range of Pages





- Specifying The Number Of Copies
- Printing/Saving Documents
- Filing Locations
- Naming Conventions
- Compatibility Mode
- Saving As A Different Name
- Saving In Another Location
- Saving In Another Version
- Saving Documents

- Backup Procedures
- Electronic File Management
- Managing File Folders
- Creating A Quick File Listing
- General Computer Operation

Integrated Assignment

Concluding Remarks

Creating Letters

- Choosing A Letter Template
- Entering The Details
- Changing The Date
- Creating An Envelope
- Creating An Envelope With A Return Address
- Formatting Text On Envelopes
- Creating A Single Label
- Creating A Sheet Of Labels
- Creating Letters

Mail Merging

- Understanding Mail Merging
- Understanding Mail Merge Terminology
- The Mail Merge Wizard Process
- Selecting The Starting Document
- Selecting A Recipient List
- Writing The Details
- Previewing The Letters
- Completing The Merge
- Mail Merging

Setting Word Options

- Understanding Word Options
- Personalising Word
- Setting Display Options
- Understanding File Locations
- Setting File Locations
- Understanding Save Options
- Setting Save Options
- Setting Word Options

Getting Help

- Understanding How Help Works
- Accessing The Help Window
- Browsing For Help
- Returning To The Home Page
- Using The Table Of Contents
- Searching Using Keywords
- Disconnecting Online Help
- Printing A Help Topic
- Working With Screen Tips
- Dialog Box Help
- Other Sources Of Help
- Getting Help

General Computer Operation

- Setting Up An Ergonomic Workstation
- Breaks And Exercises
- Reducing Paper Wastage
- Environmentally Friendly Computing



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