



## Design and Produce Text Documents

### BSBITU303A - Microsoft Word 2007

<b>General Description</b>	This publication has been mapped to the <i>BSBITU303A Design and Produce Text 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.
<b>Learning Outcomes</b>	<p>At the completion of this course you should be able to:</p> <ul style="list-style-type: none"> <li>• understand the importance of using document standards</li> <li>• create and print letters, envelopes and labels</li> <li>• use and work with multiple documents at the one time</li> <li>• format paragraphs</li> <li>• use a range of formatting techniques to accurately position text</li> <li>• define and modify lists</li> <li>• create and apply styles to paragraphs and text</li> <li>• create and use templates in your documents</li> <li>• work with various page techniques</li> <li>• understand and work with section breaks in a document</li> <li>• create and format columns</li> <li>• create and modify tables</li> <li>• insert and work with text boxes</li> <li>• check the spelling and grammar of a document</li> <li>• use a range of document proofing features</li> <li>• create and use AutoText entries</li> <li>• perform a mail merge from scratch</li> <li>• insert content from other sources</li> <li>• create and remove several forms of protection for your document</li> <li>• find the information you need in Help</li> <li>• work comfortably and safely, be assured that you are a responsible environmental citizen, and effectively manage your files and folders</li> </ul>
<b>Competency Assessment</b>	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.
<b>Pages</b>	366 pages
<b>Nominal Unit Duration</b>	90 Hours
<b>Student Files</b>	Student files can be downloaded free of charge from our web site at <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> . A copy of these files can also be found on the <i>Teacher Resource CD</i> for this publication.
<b>Teacher Resources</b>	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
<b>Companion Publications</b>	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 <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> .





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**Watsonia Publishing:**

Phone: (+61) 3 9851 4000

[www.watsoniapublishing.com](http://www.watsoniapublishing.com)

[info@watsoniapublishing.com](mailto:info@watsoniapublishing.com)

# VET Resources



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