



## Produce Desktop Published Documents BSBITU309A - Microsoft Word 2007

<b>General Description</b>	The skills and knowledge acquired in <i>Produce Desktop Published Documents BSBITU309A - Microsoft Word 2007</i> are sufficient to be able to design and produce desktop published documents.
<b>Learning Outcomes</b>	<p>At the completion of this course students should be able to:</p> <ul style="list-style-type: none"> <li>• understand the various aspects of document design and layout</li> <li>• create a new document</li> <li>• open, navigate, preview and count the words in a document and understand how a document is presented on the screen</li> <li>• use a range of font formatting techniques.</li> <li>• format paragraphs</li> <li>• create and work effectively with themes</li> <li>• create and apply styles to paragraphs and text</li> <li>• work effectively with features that affect the page layout of your document</li> <li>• create and modify tables</li> <li>• insert and work with pictures</li> <li>• insert and work with shapes</li> <li>• insert and work with text boxes</li> <li>• insert and work with WordArt</li> <li>• create and work with SmartArt</li> <li>• insert content from other sources</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>Training Package</b>	<i>Produce desktop published documents BSBITU309A - Microsoft Word 2007</i> applies to individuals who work in a range of environments and require skills in desktop publishing. They may work as individuals providing administrative support within an enterprise, or may be technical or knowledge experts responsible for the production of their own documents.
<b>Competency Assessment</b>	This courseware assumes little or no knowledge of Microsoft Word. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.
<b>Pages</b>	298 pages
<b>Nominal Unit Duration*</b>	50.0 hrs
<b>Student Files</b>	Many of the topics in <i>Produce Desktop Published Documents BSBITU309A - Microsoft Word 2007</i> require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> . Simply follow the student files link on the home page. You will need the product code for this course which is <b>INF633</b> .
<b>Teacher Resources</b>	Teacher Resources are available for this publication and include additional assessment resources and solutions including answers to all the exercises in the study guide as well as an extra test bank of over 250 questions and answers.



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

*\* Duration relates to study time only and does not include assessment time. Duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Wednesday, February 25, 2009 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*

## Contents

### Document Design And Layout

- Creating Organisational Documents
- The Four Basic Principles Of Design
- Document Layout
- Understanding White Space
- Understanding Typeface
- Understanding Visual Elements
- Understanding Rules And Borders
- Understanding Headings
- Understanding Page Layout
- Understanding Computer Graphics
- Understanding Colour
- Document Tips And Traps

### 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

### Working With A Document

- Opening An Existing Document
- Navigating With The Keyboard
- Scrolling Through A Document
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- Changing Document Views
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- Viewing The Ruler
- Showing Paragraph Marks
- Previewing A Document
- Counting Words
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- Growing And Shrinking Fonts
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- Underlining Text
- Applying Strikethrough
- Subscripting Text
- Superscripting Text
- Highlighting Text
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### Paragraph Formatting

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- Starting A Bulleted List
- Adding Bullets To Existing Paragraphs
- Removing Existing Bullets
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- Creating A Multilevel List
- Shading Paragraphs
- Applying Borders To Paragraphs
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### Themes

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- Changing Theme Colours
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- Creating A New Theme
- Installing A Custom Theme
- Resetting Defaults

### Styles

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- Applying Styles To Paragraphs
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- 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



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## BSBITU309A - Microsoft Word 2007

### Tables

- Understanding Tables
- Creating A Table
- Adding Data To A Table
- Selecting In Tables
- Selecting Using The Mouse
- Inserting Columns And Rows
- Deleting Columns And Rows
- Changing Column Widths
- Changing Row Heights
- Autofitting Columns
- Shading Cells
- Modifying Borders
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- Choosing A Table Style

### Pictures

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- Inserting A Picture
- Selecting A Picture
- Positioning A Picture
- Moving A Picture
- Resizing A Picture Using The Ribbon
- Resizing A Picture Using The Size Dialog Box
- Resizing A Picture Using The Mouse
- Deleting A Picture
- Applying Picture Styles
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### Clip Art

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- Understanding The Clip Organiser
- Adding Clip Art To The Clip Organiser
- Inserting Clip Art
- Selecting Clip Art
- Positioning Clip Art
- Moving Clip Art
- Resizing Clip Art Using The Ribbon
- Resizing Clip Art Using The Size Dialog Box
- Resizing Clip Art Using The Mouse
- Deleting Clip Art
- Applying Clip Art Styles
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### Working With Illustrations

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- Positioning Illustrations
- Text Wrap And Illustrations
- Rotating An Illustration
- Images And 3-D Rotation
- Cropping An Illustration
- Selecting Multiple Images
- Changing The Order Of Images
- Aligning Images
- Grouping Multiple Images
- Editing An Image

### Shapes

- Understanding Shapes
- Using The Drawing Canvas
- Inserting Shapes
- Selecting Shapes
- Positioning Shapes And Drawings
- Moving Shapes And Drawings
- Resizing Shapes Using The Ribbon
- Resizing Shapes Using The Dialog Box
- Resizing Shapes Using The Mouse
- Deleting A Shape
- Applying Shape Styles
- Changing Shapes
- Inserting A Shape Outside A Drawing Canvas
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### Text Boxes

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- Using Preformatted Text Boxes
- Typing Into A Text Box
- Positioning A Text Box
- Moving A Text Box
- Resizing A Text Box Using The Ribbon
- Resizing A Text Box Using The Dialog Box
- Resizing A Text Box Using The Mouse
- Deleting A Text Box
- Applying A Text Box Style

### WordArt

- Understanding WordArt
- Creating WordArt
- Selecting WordArt
- Editing WordArt Text
- Positioning WordArt
- Moving WordArt
- Resizing WordArt Using The Ribbon
- Resizing WordArt Using The Dialog Box
- Resizing WordArt Using The Mouse
- Deleting WordArt
- Changing The WordArt Style

### SmartArt

- Understanding SmartArt
- Creating An Organisation Chart
- Typing Text Using The Text Pane
- Adding Peers
- Adding Subordinates
- Adding An Assistant
- Promoting And Demoting
- Switching Right To Left
- Positioning SmartArt
- Resizing SmartArt Using The Ribbon
- Resizing SmartArt Using The Mouse
- Text Wrapping Around SmartArt
- Changing The Layout
- Changing Colours
- Changing SmartArt Styles
- Deleting A Shape From SmartArt

### Inserting From Other Sources

- Understanding Objects And Importing
- Inserting Text From Another Document
- Pasting An Excel Worksheet
- Linking An Excel Worksheet
- Embedding An Excel Worksheet
- Modifying An Embedded Worksheet

### 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

### General Computer Operation



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