

## Design and Develop Complex Text Documents BSBITU401A - Microsoft Word 2007

<b>General Description</b>	The skills and knowledge acquired in <i>Design and Develop Complex Text Documents BSBITU401A - Microsoft Word 2007</i> . The skills and knowledge covered in this book are sufficient to create complex technical documents.
<b>Learning Outcomes</b>	<p>At the completion of this courseware you should be able to:</p> <ul style="list-style-type: none"> <li>• create and work effectively with themes</li> <li>• create and apply styles to paragraphs and text</li> <li>• create and use templates in your documents</li> <li>• create and use building blocks</li> <li>• use more advanced table features</li> <li>• understand and work with section breaks in a document</li> <li>• insert and work with pictures</li> <li>• insert and work with WordArt</li> <li>• insert and work with shapes</li> <li>• insert content from other sources</li> <li>• create and work with captions for pictures and other graphical elements in a document</li> <li>• work with footnotes and endnotes</li> <li>• create and work with an index in a document</li> <li>• create and edit recipient lists</li> <li>• perform more complex merge operations</li> <li>• create and use master documents to create more complex documents</li> <li>• work with many of Words vast array of printing features</li> <li>• create and modify fields</li> <li>• create and use interactive fields.</li> <li>• create and work with electronic forms in Word</li> <li>• create and work with macros</li> </ul>
<b>Training Package</b>	This courseware has been mapped to the BSBITU401A Design and Develop Complex Text Documents competency and is designed to act as a learning guide covering the technical aspects of competency. It is primarily designed for people who need to know how to use Microsoft Word to design and develop more complex documents such as newsletters, flyers, reports, manuals, books, and the like. It is ideal for people who work in offices, for clubs or charities where there is a requirement to produce more elaborate text documents.
<b>Competency Assessment</b>	Design and Develop Complex Text Documents BSBITU401A assumes a general introductory knowledge of Microsoft Words. Participants must be able to create simple documents in Microsoft Word and should have a general understanding of personal computers and the Windows operating system environment.
<b>Pages</b>	304 pages
<b>Nominal Unit Duration*</b>	100 hrs
<b>Student Files</b>	Many of the topics in <i>Design and Develop Complex Text Documents BSBITU401A - 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>INF634</b> .

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### Teacher Resources

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.

### 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 Friday, February 13, 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

### Themes

- Understanding Themes
- Using Built-In Themes
- Changing Theme Colours
- Changing Theme Fonts
- Creating A New Theme
- Installing A Custom Theme
- Resetting Defaults

### Styles

- Understanding Styles
- Applying Styles To Paragraphs
- Applying Styles To Text
- Creating A Quick Style
- Creating A Paragraph Style
- Creating A Character Style
- Applying Custom Styles

### Templates

- Understanding Templates
- Using An Installed Template
- Using An Online Template
- Creating A Template From Scratch
- Modifying A Template
- Using A Custom Template
- Applying A Different Template
- Copying Styles Between Templates
- Creating A Template From A Template
- Tips For Developing Templates

### Building Blocks

- Understanding Building Blocks
- Using The Building Blocks Organiser
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- Using Quick Parts

- Editing Quick Parts
- Deleting Quick Parts
- Creating Template Specific Building Blocks
- AutoText Versus Quick Parts

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- Changing Cell Alignments
- Creating Formulas
- Updating Calculations
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- Splitting Table Cells
- Viewing Table Gridlines
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- Table Alignment
- Changing Text Direction
- Repeating Header Rows
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- Understanding Pictures
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- Resizing WordArt Using The Ribbon
- Deleting WordArt
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- Resizing Shapes Using The Dialog Box
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- Applying Shape Styles
- Changing Shapes
- Inserting A Shape Outside A Drawing Canvas
- Adding Text To A Shape

### 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

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## BSBITU401A - Microsoft Word 2007

### Captions

- Understanding Captions
- Creating A Caption For A Table
- Creating A Caption For A Picture
- Using Automatic Captions
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- Changing Caption Labels
- Updating Captions

### Footnotes And Endnotes

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- Finding Footnotes
- Showing The Notes
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- Converting Footnotes And Endnotes

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- Marking Index Entries
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- Deleting Unwanted Index Entries
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### Recipient Lists

- Understanding Recipient Lists
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- Customising The Columns
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- Adding More Recipients

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- Selecting Specific Recipients
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- Sorting Recipients For Merging
- Merging From Another Source
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- Prompting For Information

### Outlining

- Understanding Outlining
- Creating A New Outline Document
- Working With An Outline
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- Outlining An Existing Document

### Master Documents

- Understanding Master Documents
- Creating A Master Document
- Creating Subdocuments
- Working With Master Documents
- Inserting Subdocuments
- Formatting A Master Document
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- Splitting Subdocuments
- Deleting Subdocuments
- Building A Table Of Contents
- Printing A Master Document
- Why Master Documents Are Misunderstood

### Printing Features

- Understanding Printing Options
- Printing Without Pictures
- Printing Hidden Text
- Printing Document Properties
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- Printing Odd Pages
- Printing Even Pages
- Number Of Pages Per Sheet
- Scaling To Paper Size
- Collating Multiple Copies
- Printing To The XPS Document Writer
- Acquiring The XPS Add-in
- Printing XPS Documents
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### Fields

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- Using Document Information Fields
- Showing And Hiding Field Codes
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- Updating Fields When Printing
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- Using Format Switches
- Useful Field Examples

### Interactive Fields

- Understanding Interactive Fields
- Using FILLIN
- Typing Fields Directly Into A Document
- Activating Interactive Fields
- Inserting ASK
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### Electronic Forms

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- Creating A Structure For The Form
- Understanding Content Controls
- Displaying The Developer Tab
- Adding Text Controls
- Setting Content Control Properties
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- Adding Numeric Controls
- Adding Formulas
- Adding A Combo Box
- Adding A Drop-Down List
- Protecting And Saving The Form
- Using An Electronic Form
- Editing The Form
- Deleting A Content Control

### Macros

- Understanding Word Macros
- Setting Macro Security
- Saving A Document As Macro Enabled
- Recording A Simple Macro
- Running A Macro
- Assigning A Macro To The Toolbar
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- Editing A Macro
- Deleting A Macro
- Creating A MacroButton Field
- Copying A Macro
- Tips For Developing Macros

### Integrated Assignment

### Concluding Remarks