INFOCUS COURSEWARE

BSBITU201A Produce Simple Word Processed Documents

Microsoft Word 2010

WATSONIA PUBLISHING

Curriculum Series 3A

Order Code: INF850 ISBN: 978-1-925349-36-8

❖ General Description

This publication has been mapped to the ***BSBITU201A Produce Simple Word Processed Documents*** 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

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

- work with the basic features of ***Word***
- create a new document
- work with a document
- select and work with text in a document
- use a range of font formatting techniques
- format paragraphs
- work effectively with features that affect the page layout of your document
- create and modify tables
- use the ***Mail Merge Wizard*** to perform mail merges
- print a document
- create and print letters, envelopes and labels
- modify ***Word*** options
- work safely with your computer, consider your impact on the environment and manage files and folders efficiently.

❖ Target Audience

This courseware is designed for people who are studying the ***BSBITU201A Produce Simple Word Processed Documents*** competency. It is ideal for people who work in offices, for clubs or charities where there is a requirement to produce correspondence, reports, memos, faxes, and the like.

❖ Prerequisites

This course assumes little or no knowledge of word processing or ***Microsoft Word 2010***. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Pages

220 pages

❖ Student Files

Many of the topics in ***Produce Simple Word Processed Documents BSBITU201A*** require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is ***INF850***.

❖ Includes

This *Unit Workbook* includes:

- ✓ Competency unit mapping,
- ✓ Complete and comprehensive learning resources,
- ✓ Work-related practice exercises designed to allow the student to develop and practice skills and knowledge and to work within designated timeframes,
- ✓ Comprehensive integrated assessment assignment.

❖ Formats Available

- ❖ *A4* Black and White, *A5* Black and White (quantity order only), *A5* Full Colour (quantity order only), Electronic licence
- ❖ Available also as a *Reference Booklet* (Product Code: ***RB - INF850***)

❖ Additional Teaching Resources

A *Teacher Resource CD* is available for this workbook (sold separately) which includes a comprehensive test bank, solutions to all practice exercises and assessment activities, more detailed unit mapping documents, learning and assessment plans, additional assessment activities, and a teacher's handbook.

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Product Information

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- ✓ Practice Exercise

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- ✓ Using The Table Of Contents
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- ✓ Practice Exercise

➢ Integrated Assignment

➢ Concluding Remarks

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