



BSBITU303A Design and Produce Text Documents



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Microsoft Word 2010

INFOCUS COURSEWARE

Curriculum Series 3A

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❖ General Description

This publication has been mapped to the **BSBITU303A Design and Produce Text 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:

- understand the importance of establishing and using document standards
- work with multiple documents
- use a range of formatting techniques to position text and paragraphs
- define and modify lists
- create and use templates
- apply various page layout techniques
- create and modify tables
- perform a mail merge from scratch
- use **AutoCorrect** to automatically correct commonly-misspelled and mistyped words and phrases
- insert content from other sources
- insert and work with text boxes
- insert and work with clip art
- print a document
- 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 **BSBITU303A Design and Produce Text Documents** competency. It is ideal for people who work in offices, for clubs or charities where there is a requirement to produce more complex documents such as flyers, longer documents and reports, merged letters, documents with a high graphical content, and the like.

❖ Prerequisites

BSBITU303A Design and Produce Text Documents assumes a general understanding of and experience in the creation of word processed documents. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Pages

254 pages

❖ Student Files

Many of the topics in **BSBITU303A Design and Produce Text Documents** 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 **INF851**.

❖ 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.

❖ 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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- ✓ Choosing Appropriate Software
- ✓ Who Prepares Business Documents?
- ✓ Speeding Up Document Production
- ✓ Establishing Document Standards
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- ✓ Understanding Version Compatibility
- ✓ Practice Exercise

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- ✓ Practice Exercise

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➤ Integrated Assignment

➤ Concluding Remarks

