INFOCUS COURSEWARE

BSBITU306A Design and Produce Business Documents

Microsoft Word 2010 and Excel 2010

WATSONIA PUBLISHING

Curriculum Series 3A

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❖ **General Description**

The skills and knowledge acquired in this courseware are sufficient to be able to create meaningful business documents in both Microsoft Word and Excel. These documents can include letters, reports, brochures, flyers, and the like, including charts and graphs.

❖ **Learning Outcomes**

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

➢ understand the importance of establishing and using document standards
➢ understand and use some of the more common features in **Office 2010** applications
➢ understand the history of word procesing and the types of documents that can be word-processed
➢ select and work with text in a document
➢ use a range of font formatting techniques
➢ work effectively with features that affect the page layout of your document
➢ create and apply styles
➢ create and modify tables
➢ use the **Mail Merge Wizard** to perform mail merges
➢ work with a document
➢ produce a range of common business documents
➢ understand the origins of and basic uses for spreadsheets
➢ understand, create and work with formulas and functions used to perform calculations
➢ use font formatting techniques to greatly enhance the look of a worksheet
➢ align the contents of cells in a number of ways
➢ understand and use the number formatting features in **Excel**
➢ print your workbook data
➢ apply a variety of page setup techniques
➢ create effective charts in **Microsoft Excel**

❖ **Target Audience**

This courseware has been mapped to the **BSBITU306A Design and Produce Business Documents** competency and is designed to act as a learning/assesment guide covering the technical aspects of the competency. It is primarily designed for people who need to know how to use Microsoft Word and Excel to create a range of business documents.

❖ **Prerequisites**

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

❖ **Pages**

338 pages

❖ **Student Files**

Many of the topics in this course 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 **INF852**.

❖ **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 - INF852**)

Product Information

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❖ **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.

This information sheet was produced on Thursday, February 24, 2011 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

Contents

Part 1: General Computing

➢ Document Standards
- ✓ Types Of Business Documents
- ✓ Understanding Word Processing
- ✓ Types Of Word-Processed Documents
- ✓ Understanding How Spreadsheets Work
- ✓ The Appropriateness Of Spreadsheets
- ✓ Choosing Appropriate Software
- ✓ Who Prepares Business Documents?
- ✓ Speeding Up Document Production
- ✓ Establishing Document Standards
- ✓ Practice Exercise

➢ At Home In Office 2010
- ✓ Setting Up An Ergonomic Workstation
- ✓ Breaks And Exercises
- ✓ Reducing Paper Wastage
- ✓ Environmentally-Friendly Computing
- ✓ Understanding Microsoft Office 2010
- ✓ Starting Microsoft Office Applications
- ✓ Understanding Dialog Boxes
- ✓ Using The Ribbon
- ✓ Using Ribbon KeyTips
- ✓ Understanding The Quick Access Toolbar
- ✓ Understanding The Backstage View
- ✓ Understanding How Help Works
- ✓ Accessing The Help Window
- ✓ Browsing For Help
- ✓ Searching Using Keywords
- ✓ Other Sources Of Help
- ✓ Exiting Safely From Applications

Part 2: Wordprocessing

➢ Word Processing
- ✓ Understanding Word Processing
- ✓ Types Of Word-Processed Documents
- ✓ Creating Documents In Word
- ✓ Starting Word
- ✓ Using The Blank Document Template
- ✓ Typing Text
- ✓ 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
- ✓ Practice Exercise

➢ Working With Text
- ✓ Techniques For Selecting Text
- ✓ Selecting Text Using The Mouse
- ✓ Selecting Text Using The Keyboard
- ✓ Editing Text In Insert Mode
- ✓ Editing Text In Overtype Mode
- ✓ Deleting Text
- ✓ Using Undo
- ✓ Inserting Symbols And Special Characters
- ✓ Finding Words
- ✓ Understanding Find And Replace
- ✓ Replacing Words
- ✓ Understanding Cutting And Copying
- ✓ Cutting And Pasting
- ✓ Copying And Pasting
- ✓ Copying Between Documents
- ✓ Understanding Spelling And Grammar
- ✓ Correcting Spelling Errors
- ✓ Correcting Contextual Errors
- ✓ Correcting Grammatical Errors
- ✓ Practice Exercise

➢ Font Formatting
- ✓ Understanding Font Formatting
- ✓ Changing Fonts
- ✓ Changing Font Size
- ✓ Making Text Bold
- ✓ Italicising Text
- ✓ Using The Format Painter
- ✓ Understanding Paragraph Formatting
- ✓ Changing Text Alignments
- ✓ Changing Paragraph Spacing
- ✓ Practice Exercise

➢ Page Layout
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- ✓ Changing Page Orientation
- ✓ Changing Paper Sizing
- ✓ Inserting Page Breaks
- ✓ Inserting Page Numbers
- ✓ Formatting Page Numbers
- ✓ Inserting A Cover Page
- ✓ Inserting A Watermark
- ✓ Applying Page Colours
- ✓ Applying A Page Border
- ✓ Understanding Section Breaks
- ✓ Inserting A Next Page Break
- ✓ Inserting A Continuous Section Break
- ✓ Inserting An Even Page Section Break
- ✓ Inserting An Odd Page Section Break
- ✓ Understanding Columns
- ✓ Creating Columns Of Text
- ✓ Inserting A Blank Header
- ✓ Inserting A Blank Footer
- ✓ Switching Between Headers And Footers
- ✓ Editing Headers And Footers
- ✓ Practice Exercise

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➢ **Styles**
- ✓ Understanding Styles
- ✓ Applying Paragraph Styles
- ✓ Applying Character Styles
- ✓ Creating A Quick Style
- ✓ Creating A Paragraph Style
- ✓ Creating A Character Style
- ✓ Applying Custom Styles
- ✓ Understanding Themes
- ✓ Applying A Theme
- ✓ Practice Exercise

➢ **Tables**
- ✓ Using Default Tabs
- ✓ Setting Tabs On The Ruler
- ✓ Modifying Tabs On The Ruler
- ✓ Setting Tabs In The Tabs Dialog Box
- ✓ Understanding Tables
- ✓ Creating A Table
- ✓ Adding Data To A Table
- ✓ Selecting In Tables
- ✓ Inserting Columns And Rows
- ✓ Deleting Columns And Rows
- ✓ Changing Column Widths
- ✓ Changing Row Heights
- ✓ Autofitting Columns
- ✓ Shading Cells
- ✓ Modifying Borders
- ✓ Modifying Border Styles
- ✓ Choosing A Table Style
- ✓ Practice Exercise

➢ **Mail Merging**
- ✓ Understanding Mail Merging
- ✓ Understanding Mail Merge Terminology
- ✓ The Mail Merge Wizard Process
- ✓ Selecting The Starting Document
- ✓ Selecting A Recipient List
- ✓ Inserting Merge Fields
- ✓ Previewing The Merged Documents
- ✓ Completing The Merge
- ✓ Running A Saved Merge
- ✓ Excluding Recipients
- ✓ Filtering Recipients
- ✓ Sorting Recipients
- ✓ Selecting Another Data Source
- ✓ Applying An If Rule
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- ✓ Practice Exercise

➢ **Working With A Document**
- ✓ The Windows' Filing Structure
- ✓ Understanding Computer Filing
- ✓ Naming Conventions For Filing
- ✓ File Formats And Version Compatibility
- ✓ The Open Dialog Box
- ✓ Opening An Existing Document
- ✓ Saving With A Different File Name
- ✓ Saving In A Different Location
- ✓ Saving A Document As A PDF Document
- ✓ Practice Exercise

➢ **Creating Common Business Documents**
- ✓ Rules For Business Letters
- ✓ Writing And Punctuation Standards
- ✓ Letter Layout Suggestions
- ✓ Creating A Business Letter
- ✓ Creating A Confidential Letter
- ✓ Creating A Personal Letter
- ✓ Creating A Letter To The Editor
- ✓ Creating A Memorandum
- ✓ Creating A Facsimile
- ✓ Creating Meeting Minutes

Part 3: Spreadsheets

➢ **Spreadsheets**
- ✓ Understanding How Spreadsheets Work
- ✓ Understanding Spreadsheet Functionality
- ✓ Starting Microsoft Excel
- ✓ Understanding Workbooks
- ✓ Creating A New Workbook
- ✓ Typing Text
- ✓ Typing Numbers
- ✓ Typing Dates
- ✓ Typing Formulas
- ✓ Saving A New Workbook
- ✓ Easy Formulas
- ✓ Checking The Spelling
- ✓ Making Basic Changes
- ✓ Printing A Worksheet
- ✓ Safely Closing A Workbook
- ✓ Practice Exercise

➢ **Formulas And Functions**
- ✓ Understanding Formulas
- ✓ Creating Formulas That Add
- ✓ Creating Formulas That Subtract
- ✓ Formulas That Multiply And Divide
- ✓ Understanding Functions
- ✓ Using The SUM Function To Add
- ✓ Summing Non-Contiguous Ranges
- ✓ Calculating An Average
- ✓ Finding A Maximum Value
- ✓ Finding A Minimum Value
- ✓ More Complex Formulas
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➢ **Font Formatting**
- ✓ Understanding Font Formatting
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- ✓ Changing Fonts
- ✓ Changing Font Size
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- ✓ Making Cells Bold
- ✓ Italicising Text
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- ✓ Changing Background Colours
- ✓ Using The Format Painter
- ✓ Understanding Borders
- ✓ Applying A Border To A Cell
- ✓ Applying A Border To A Range
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- ✓ Applying Top And Bottom Borders
- ✓ The More Borders Options
- ✓ Practice Exercise

➢ **Cell Alignment**
- ✓ Approximating Column Widths
- ✓ Setting Precise Columns Widths
- ✓ Approximating Row Height
- ✓ Setting Precise Row Heights
- ✓ Hiding Rows And Columns
- ✓ Unhiding Rows And Columns
- ✓ Understanding Cell Alignment
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- ✓ Aligning To The Centre
- ✓ Rotating Text
- ✓ Indenting Cells
- ✓ Wrapping And Merging Text
- ✓ Merging And Centring
- ✓ Merging Cells
- ✓ Unmerging Cells
- ✓ Practice Exercise

➤ **Number Formatting**

- ✓ Understanding Number Formatting
- ✓ Applying General Formatting
- ✓ Formatting As Currency
- ✓ Formatting Percentages
- ✓ Formatting As Fractions
- ✓ Formatting As Dates
- ✓ Using The Thousands Separator
- ✓ Increasing And Decreasing Decimals
- ✓ Using Alternate Currencies
- ✓ Practice Exercise

➤ **Printing**

- ✓ Understanding Printing
- ✓ Previewing Before You Print
- ✓ Printing A Range
- ✓ Printing An Entire Workbook
- ✓ Specifying The Number Of Copies
- ✓ Practice Exercise

➤ **Page Setup**

- ✓ Understanding Headers And Footers
- ✓ Adding A Quick Header
- ✓ Adding A Quick Footer
- ✓ Adding Page Numbering
- ✓ Understanding Page Layout
- ✓ Using Built-In Margins
- ✓ Changing Margins By Dragging
- ✓ Centring On A Page
- ✓ Changing Orientation
- ✓ Setting The Print Area
- ✓ Clearing The Print Area
- ✓ Inserting Page Breaks
- ✓ Using Page Break Preview
- ✓ Removing Page Breaks
- ✓ Settings Rows As Repeating Print Titles
- ✓ Clearing Print Titles
- ✓ Scaling To A Percentage
- ✓ Fit To A Specific Number Of Pages
- ✓ Strategies For Printing Larger Worksheets
- ✓ Practice Exercise

➤ **Creating Charts**

- ✓ Understanding The Charting Process
- ✓ Choosing The Chart Type
- ✓ Creating A New Chart
- ✓ Working With An Embedded Chart
- ✓ Resizing A Chart
- ✓ Dragging A Chart
- ✓ Printing An Embedded Chart
- ✓ Creating A Chart Sheet
- ✓ Changing The Chart Type
- ✓ Changing The Chart Layout
- ✓ Changing The Chart Style
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- ✓ Embedding A Chart Into A Worksheet
- ✓ Deleting A Chart
- ✓ Understanding Common Chart Types
- ✓ Creating A Column Chart
- ✓ Creating A Line Chart
- ✓ Creating A Pie Chart
- ✓ Understanding Other Chart Types
- ✓ Practice Exercise

➤ **Integrated Assignment**

➤ **Concluding Remarks**

Product Information