❖ **General Description**

The skills and knowledge acquired in this publication are sufficient to be able to establish, document, and implement consistent standards of document design within an ogranisation.

❖ **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
➢ create and use templates
➢ create and use building blocks
➢ use table features to improve the layout and format of tables
➢ customise mail merges
➢ use a range of document proofing features
➢ create and work with electronic forms in *Word*
➢ create and work with macros

❖ **Target Audience**

This courseware is designed for individuals study *BSBADM506B Manage Business Document Design and Development*. It applies to individuals employed in a range of work environments who require well-developed skills in the use of Microsoft Word.

❖ **Prerequisites**

This publication assumes a good working understanding of Microsoft Word. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ **Pages**

196 pages

❖ **Student Files**

Many of the topics in this publication 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 **INF855**.

❖ **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,

❖ **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 - INF855**)

❖ **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

BSBADM506B Manage Business Document Design and Development

Microsoft Word 2010

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➤ Tracking Changes

- ✓ Highlighting Text
- ✓ Finding Highlighted Text
- ✓ Inserting Comments
- ✓ Editing Comments
- ✓ Understanding Tracking Changes
- ✓ Enabling And Disabling Tracked Changes
- ✓ Changing Tracking Options
- ✓ Showing Revisions In Balloons
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- ✓ Showing And Hiding Revisions
- ✓ Showing Specific Types Of Revisions
- ✓ Showing And Hiding The Reviewing Pane
- ✓ Accepting And Rejecting Changes
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- ✓ Inserting Text Controls
- ✓ Setting Content Control Properties
- ✓ Inserting The Date Picker Control
- ✓ Inserting Prompt Text
- ✓ Inserting Formulas
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- ✓ Protecting And Saving The Form
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➤ Concluding Remarks