



❖ **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 organisation.

❖ **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.

This information sheet was produced on Wednesday, December 29, 2010 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.





Contents

➤ 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

➤ Multiple Documents

- ✓ Opening Multiple Documents
- ✓ Switching Between Open Documents
- ✓ Arranging All
- ✓ Viewing Side By Side
- ✓ Synchronised Scrolling
- ✓ Resetting The Window Position
- ✓ Understanding PDF
- ✓ Saving A Document As A PDF
- ✓ Viewing A PDF File
- ✓ Understanding Importing
- ✓ Importing Text
- ✓ Importing Excel Data
- ✓ Importing Linked Excel Data
- ✓ Importing And Embedding Excel Data
- ✓ Modifying Embedded Excel Data
- ✓ Practice Exercise

➤ Templates

- ✓ Understanding Templates
- ✓ Using A Sample Template
- ✓ Downloading An Online Template
- ✓ Creating A Template
- ✓ Modifying A Template
- ✓ Using A Custom Template
- ✓ Attaching A Template To A Document
- ✓ Copying Styles Between Templates
- ✓ Creating A Template From A Template
- ✓ Tips For Developing Templates
- ✓ Practice Exercise

➤ Building Blocks

- ✓ Understanding AutoText
- ✓ Creating AutoText
- ✓ Saving AutoText
- ✓ Using AutoText
- ✓ Understanding Building Blocks
- ✓ Inserting A Building Block
- ✓ Creating Building Blocks
- ✓ Saving Building Blocks
- ✓ Inserting Quick Parts
- ✓ Editing Building Blocks
- ✓ Deleting Building Blocks
- ✓ Saving Building Blocks To A Template
- ✓ AutoText Versus Quick Parts
- ✓ Practice Exercise

➤ Table Features

- ✓ Creating A Table From Text
- ✓ Aligning Data In Cells
- ✓ Inserting Formulas Into A Table
- ✓ Updating Formulas In A Table
- ✓ Sorting Table Data
- ✓ Merging Table Cells
- ✓ Splitting Table Cells
- ✓ Displaying Table Gridlines
- ✓ Understanding Table Properties
- ✓ Aligning Tables
- ✓ Changing The Direction Of Text
- ✓ Repeating Heading Rows
- ✓ Converting A Table To Text
- ✓ Practice Exercise

➤ Mail Merge Techniques

- ✓ Understanding Recipient Lists
- ✓ Creating A Recipient List
- ✓ Customising The Columns
- ✓ Adding Records
- ✓ Deleting Records
- ✓ Saving A Recipient List
- ✓ Running A Saved Merge
- ✓ Excluding Recipients
- ✓ Filtering Recipients
- ✓ Sorting Recipients
- ✓ Selecting Another Data Source
- ✓ Applying An If...Then...Else... Rule
- ✓ Applying A Fill-In Rule
- ✓ Practice Exercise

➤ Fields

- ✓ Creating Bookmarks
- ✓ Navigating With Bookmarks
- ✓ Deleting Bookmarks
- ✓ Understanding Fields
- ✓ The Field Dialog Box
- ✓ Inserting A Document Information Field
- ✓ Setting Field Properties
- ✓ Showing And Hiding Field Codes
- ✓ Showing And Hiding Field Shading
- ✓ Inserting Formula Fields
- ✓ Inserting A Date And Time Field
- ✓ Updating Fields Automatically When Printing
- ✓ Locking And Unlocking Fields
- ✓ Applying A Number Format
- ✓ Understanding Interactive Fields
- ✓ Inserting a FILLIN Field
- ✓ Typing Fields Codes
- ✓ Activating Interactive Fields
- ✓ Inserting An ASK Field
- ✓ Using REF To Display Bookmarks
- ✓ Activating Fields Automatically
- ✓ Practice Exercise

➤ Document Proofing Features

- ✓ Understanding AutoCorrect
- ✓ Using AutoCorrect
- ✓ Adding AutoCorrect Entries
- ✓ Understanding AutoFormat
- ✓ Using AutoFormat
- ✓ Using AutoFormat As You Type
- ✓ Proofreading Your Document
- ✓ Using Proofreading Marks
- ✓ Disabling The Spelling & Grammar Checker
- ✓ Customising The Spelling Checker
- ✓ Customising The Grammar Checker
- ✓ Using The Thesaurus
- ✓ Setting A Different Proofing Language
- ✓ Translating Selected Text
- ✓ Setting The Default Language
- ✓ Practice Exercise





➤ 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
- ✓ Showing Revisions Inline
- ✓ Showing And Hiding Revisions
- ✓ Showing Specific Types Of Revisions
- ✓ Showing And Hiding The Reviewing Pane
- ✓ Accepting And Rejecting Changes
- ✓ Practice Exercise

➤ Electronic Forms

- ✓ Understanding Electronic Forms In Word
- ✓ Creating A Form
- ✓ Understanding Content Controls
- ✓ Displaying The Developer Tab
- ✓ Inserting Text Controls
- ✓ Setting Content Control Properties
- ✓ Inserting The Date Picker Control
- ✓ Inserting Prompt Text
- ✓ Inserting Formulas
- ✓ Inserting A Combo Box Control
- ✓ Inserting A Drop-Down List Control
- ✓ Protecting And Saving The Form
- ✓ Completing An Electronic Form
- ✓ Editing A Protected Form
- ✓ Deleting A Content Control
- ✓ Practice Exercise

➤ Macros

- ✓ Understanding Macros In Word
- ✓ Setting Macro Security
- ✓ Saving A Document As Macro-Enabled
- ✓ Recording A Macro
- ✓ Running A Macro
- ✓ Assigning A Macro To The Toolbar
- ✓ Assigning A Keyboard Shortcut To A Macro
- ✓ Editing A Macro
- ✓ Deleting A Macro
- ✓ Creating A MacroButton Field
- ✓ Copying A Macro
- ✓ Tips For Developing Macros
- ✓ Practice Exercise

➤ Concluding Remarks

