

**❖ General Description**

The skills and knowledge acquired in **Produce Desktop Published Documents BSBITU309A - Microsoft Publisher 2010** are sufficient to be able to design and produce a range of desktop published documents.

**❖ Learning Outcomes**

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

- start, navigate and generally work with **Microsoft Publisher**
- understand concepts essential to the use of **Publisher**
- work with objects and frames in a publication
- work with text in a publication
- enhance the text in a publication
- understand, create and apply styles
- create tabbed, bulleted and numbered lists
- create and work with tables
- conduct and customise a mail merge
- create drawings
- create **WordArt** objects
- create stationery using **Microsoft Publisher**
- use layout and page techniques to enhance publications
- work safely with your computer, consider your impact on the environment and manage files and folders efficiently.

**❖ Target Audience**

This courseware has been mapped to the **BSBITU309A Produce Desktop Published Documents** competency and is designed to act as a learning guide covering the technical aspects of competency. It is primarily designed for people who need to know how to use Microsoft Publisher to design and produce desktop published documents.

**❖ Prerequisites**

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

**❖ Pages**

172 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](http://www.watsoniapublishing.com). Simply follow the student files link on the home page. You will need the product code for this course which is **INF864**.

**❖ 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 - INF864**)

**❖ 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 Friday, February 25, 2011 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.





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### ➤ Publisher 2010 Orientation

- ✓ Overview Of Publisher
- ✓ Starting Publisher
- ✓ Understanding The Backstage View Options
- ✓ Using The New Pane In Backstage View
- ✓ Closing And Reopening The New Pane
- ✓ The Publisher 2010 Screen
- ✓ Exiting From Publisher
- ✓ Practice Exercise

### ➤ Publisher Essentials

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- ✓ Understanding Publication Category
- ✓ Creating A Publication
- ✓ Saving A Publication
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### ➤ Objects And Frames

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- ✓ The Building Blocks Of Publications
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- ✓ Practice Exercise

### ➤ Stationery And Page Orientation

- ✓ Portrait And Landscape
- ✓ Setting Up Envelopes
- ✓ Setting Up Labels
- ✓ Setting Up Folded Cards
- ✓ Practice Exercise

### ➤ Layout And Page Techniques

- ✓ Creating A Blank Publication
- ✓ Creating Grid Guides
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- ✓ Inserting And Deleting Pages
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- ✓ Creating Left And Right Page Margins
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- ✓ Creating A Template
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### ➤ General Computer Operation

- ✓ Setting Up An Ergonomic Workstation
- ✓ Breaks And Exercises
- ✓ Reducing Paper Wastage
- ✓ Environmentally-Friendly Computing
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### ➤ Integrated Assignment

### ➤ Concluding Remarks

