BSBITU309A Produce Desktop Published Documents

Microsoft Publisher 2010

WATSONIA PUBLISHING

INFOCUS COURSEWARE

Curriculum Series 3A

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❖ **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. 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.

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