Produce Complex Desktop Published Documents

BSBITU404A

Microsoft Word 2010

WATSONIA PUBLISHING

❖ **General Description**

The skills and knowledge acquired this course are sufficient to be able to design and produce more complex desktop published documents using Microsoft Word software.

❖ **Learning Outcomes**

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

➢ understand the various aspects of document design and layout
➢ use a range of formatting techniques to position text and paragraphs
➢ create and work effectively with themes
➢ create and apply styles
➢ create and use templates
➢ create and work with master documents
➢ use table features to improve the layout and format of tables
➢ apply various page layout techniques
➢ insert headers and footers into a document
➢ insert and work with pictures in a *Word* document
➢ use the new drawing and illustrating tools in *Word 2010*
➢ insert and work with text boxes
➢ insert and work with *WordArt* and text effects
➢ create and work with captions
➢ create and work with a table of contents in a document
➢ create and work with an index in a document
➢ create and use building blocks
➢ use a range of document proofing features
➢ save documents in a variety of formats, locations and with different names
➢ insert content from other sources
➢ work safely with your computer, consider your impact on the environment and manage files and folders efficiently.

❖ **Target Audience**

Produce complex desktop published documents BSBITU404A applies to individuals who work in a range of environments and require more complex skills in desktop publishing using Microsoft Word. They may work as individuals providing administrative support within an enterprise, or may be technical or knowledge experts responsible for the production of their own documents.

❖ **Prerequisites**

This courseware assumes a good understanding of basic operations in Microsoft Word, such as creating documents, basic formatting, and creating simple tables. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ **Pages**

351 pages

❖ **Student Files**

Many of the topics in this courseware 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 INF685.

❖ **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.

Product Information

AUSTRALIAN MADE®

Produce Complex Desktop Published Documents
BSBITU404A

Microsoft Word 2010

WP: WATSONIA PUBLISHING

INFOCUS COURSEWARE

Curriculum Series 3A

Order Code: INF865   ISBN: 978-1-921340-23-9

❖ **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 - INF865**)

❖ **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, July 15, 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

➢ **Document Design And Layout**
- ✓ Types Of Business Documents
- ✓ Choosing Appropriate Software
- ✓ Who Prepares Business Documents?
- ✓ Speeding Up Document Production
- ✓ Establishing Document Standards
- ✓ Meeting Organisational Requirements
- ✓ The Four Basic Principles Of Design
- ✓ Understanding Document Layout
- ✓ Understanding White Space
- ✓ Understanding Typeface
- ✓ Understanding Visual Elements
- ✓ Understanding Rules And Borders
- ✓ Understanding Headings
- ✓ Understanding Page Layout
- ✓ Understanding Computer Graphics
- ✓ Understanding Colour
- ✓ Document Writing Tips And Traps
- ✓ Practice Exercise

➢ **Formatting Techniques**
- ✓ Applying First Line Indents
- ✓ Applying Hanging Indents
- ✓ Applying Right Indents
- ✓ Understanding Pagination
- ✓ Controlling Widows And Orphans
- ✓ Keeping Paragraphs Together
- ✓ Keeping Lines Together
- ✓ Inserting A Page Break
- ✓ Applying Hyphenation To Text
- ✓ Hiding Text
- ✓ Inserting A Drop Cap
- ✓ Understanding Returns
- ✓ Inserting Hard And Soft Returns
- ✓ Removing Returns
- ✓ Revealing Formatting
- ✓ Practice Exercise

➢ **Themes**
- ✓ Understanding Themes
- ✓ Applying A Theme
- ✓ Modifying Theme Colours
- ✓ Modifying Theme Fonts
- ✓ Saving A Custom Theme
- ✓ Downloading And Installing A Theme
- ✓ Applying A Theme To A Template
- ✓ Practice Exercise

➢ **Styles**
- ✓ Understanding Styles
- ✓ Applying Paragraph Styles
- ✓ Applying Character Styles
- ✓ Creating A Quick Style
- ✓ Creating A Paragraph Style
- ✓ Creating A Character Style
- ✓ Applying Custom Styles
- ✓ 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

➢ **Master Documents**
- ✓ Understanding Master Documents
- ✓ Creating A Master Document
- ✓ Creating Subdocuments
- ✓ Working With Master Documents
- ✓ Inserting Subdocuments
- ✓ Formatting A Master Document
- ✓ Editing Subdocuments
- ✓ Merging Subdocuments
- ✓ Splitting Subdocuments
- ✓ Deleting Subdocuments
- ✓ Building A Table Of Content
- ✓ Printing A Master Document
- ✓ Why Master Documents Are Misunderstood
- ✓ 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

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Page Techniques

- ✓ Setting Custom Margins
- ✓ Changing Page Orientation
- ✓ Changing Paper Sizing
- ✓ Setting Custom Paper Sizes
- ✓ Inserting Page Breaks
- ✓ Removing Page Breaks
- ✓ Inserting Page Numbers
- ✓ Formatting Page Numbers
- ✓ Removing Page Numbers
- ✓ Inserting A Cover Page
- ✓ Inserting A Blank Cover Page
- ✓ Inserting A Watermark
- ✓ Creating A Watermark
- ✓ Removing A Watermark
- ✓ Applying Page Colours
- ✓ Applying A Page Border
- ✓ Applying Lines To A Page
- ✓ Practice Exercise

Headers And Footers

- ✓ Understanding Section Breaks
- ✓ Inserting A Next Page Section Break
- ✓ Inserting A Continuous Section Break
- ✓ Inserting An Even Page Section Break
- ✓ Inserting An Odd Page Section Break
- ✓ Understanding Headers And Footers
- ✓ Inserting Headers And Footers
- ✓ Inserting A Blank Header
- ✓ Inserting A Blank Footer
- ✓ Switching Between Headers And Footers
- ✓ Editing Headers And Footers
- ✓ Inserting Page Numbering
- ✓ Inserting Date Information
- ✓ Inserting Document Properties
- ✓ Formatting Header And Footer Text
- ✓ Practice Exercise

Pictures

- ✓ Understanding Pictures
- ✓ Inserting A Picture
- ✓ Resizing A Picture
- ✓ Changing The Picture
- ✓ Removing A Picture Background
- ✓ Correcting Pictures
- ✓ Changing Picture Colouring
- ✓ Applying Artistic Effects
- ✓ Changing Picture Styles
- ✓ Changing Picture Effects
- ✓ Repositioning Pictures
- ✓ The Picture Format Short Cut Menu
- ✓ Changing The Picture Layout
- ✓ Cropping A Picture
- ✓ Cropping To A Specific Ratio Or Shape
- ✓ Practice Exercise

Drawing And Illustrating

- ✓ Understanding Illustrations
- ✓ Inserting Clip Art
- ✓ Modifying Clip Art
- ✓ Inserting Shapes
- ✓ Modifying Shapes
- ✓ Inserting Text Into A Shape
- ✓ Custom Text Wrapping
- ✓ Finding And Selecting Shapes
- ✓ Using A Canvas
- ✓ Inserting Screen Shots
- ✓ Inserting A Screen Clip
- ✓ Understanding SmartArt
- ✓ Creating A SmartArt Image
- ✓ Adding Text To SmartArt
- ✓ Changing The SmartArt Style
- ✓ Changing Colours In A SmartArt Image
- ✓ Changing A SmartArt Layout
- ✓ Adding More Shapes To SmartArt
- ✓ Resizing SmartArt
- ✓ Practice Exercise

Text Boxes

- ✓ Understanding Text Boxes
- ✓ Inserting A Preformatted Text Box
- ✓ Typing Text Into A Text Box
- ✓ Positioning A Text Box
- ✓ Resizing A Text Box
- ✓ Deleting A Text Box
- ✓ Drawing A Text Box
- ✓ Formatting A Text Box
- ✓ Linking Text Boxes
- ✓ Modifying Text Box Margins
- ✓ Changing Text Direction
- ✓ Applying Effects To Text Boxes
- ✓ Practice Exercise

WordArt

- ✓ Understanding WordArt
- ✓ Applying WordArt
- ✓ Positioning WordArt
- ✓ Editing WordArt Text
- ✓ Formatting WordArt Text
- ✓ Applying Text Effects
- ✓ Deleting WordArt
- ✓ Practice Exercise

Captions

- ✓ Understanding Captions
- ✓ Inserting A Caption For A Table
- ✓ Inserting A Caption For An Image
- ✓ Applying Automatic Captions
- ✓ Inserting A Table Of Figures
- ✓ Changing The Caption Labels
- ✓ Updating Caption Numbering
- ✓ Practice Exercise

Table Of Contents

- ✓ Understanding Tables Of Contents
- ✓ Inserting A Table Of Contents
- ✓ Navigating With A Table Of Contents
- ✓ Updating Page Numbers
- ✓ Updating A Table Of Contents
- ✓ Customising A Table Of Contents
- ✓ Formatting A Table Of Contents
- ✓ Practice Exercise

Indexing

- ✓ Understanding Indexing
- ✓ Marking Index Entries
- ✓ Creating An AutoMark File
- ✓ Marking Index Entries With An AutoMark File
- ✓ Removing Marked Entries
- ✓ Generating An Index
- ✓ Modifying The Index Format
- ✓ Updating An Index
- ✓ Practice Exercise

Building Blocks

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

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➤ Document Proofing Features

- ✓ Understanding Spelling And Grammar
- ✓ Correcting Spelling Errors
- ✓ Correcting Contextual Errors
- ✓ Correcting Grammatical Errors
- ✓ Understanding Spell-Checking Options
- ✓ Performing A Spelling & Grammar Check
- ✓ 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

➤ Saving Documents

- ✓ Understanding Naming Conventions
- ✓ Understanding Version Compatibility
- ✓ Saving With A Different File Name
- ✓ Saving In A Different Location
- ✓ Saving A Document For Version Compatibility
- ✓ Understanding PDF
- ✓ Saving A Document As A PDF
- ✓ Viewing A PDF File
- ✓ Saving A Document For The Web
- ✓ Saving A Document As Plain Text
- ✓ Saving A Document As An XML Document
- ✓ Saving A Document With Thumbnail Preview
- ✓ Adding Properties To A Document
- ✓ Practice Exercise

➤ Importing

- ✓ Understanding Importing
- ✓ Importing Text
- ✓ Importing Excel Data
- ✓ Importing And Linking Excel Data
- ✓ Importing And Embedding Excel Data
- ✓ Inserting A Hyperlink To External Data
- ✓ Modifying Embedded Excel Data
- ✓ Understanding Hyperlinking Options
- ✓ Using Hyperlinks
- ✓ Practice Exercise

➤ General Computer Operation

- ✓ Setting Up An Ergonomic Workstation
- ✓ Breaks And Exercises
- ✓ Reducing Paper Wastage
- ✓ Environmentally-Friendly Computing
- ✓ Backup Procedures
- ✓ Understanding How Help Works
- ✓ Accessing The Help Window
- ✓ Using The Table Of Contents
- ✓ Searching Using Keywords
- ✓ Working With Screen Tips
- ✓ Other Sources Of Help

➤ Concluding Remarks

Product Information

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