INFOCUS COURSEWARE

BSBITU201A Produce Simple Word Processed Documents

Microsoft Word 2013

WATSONIA PUBLISHING

Product Code: INF930 ISBN: 978-1-925121-00-1

General Description

This publication has been mapped to the ***BSBITU201A - Produce Simple Word Processed Documents*** competency. It is ideal for people who work in offices, for clubs or charities where there is a requirement to produce correspondence, reports, memos, faxes, and the like.

Learning Outcomes

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

- work with the basic features of ***Word***
- create a new document
- work with a document
- select and work with text in a document
- use a range of font formatting techniques
- format paragraphs
- work effectively with features that affect the page layout of your document
- create and modify tabs and tables
- use the ***Mail Merge Wizard*** to perform mail merges
- print a document
- create and print letters, envelopes and labels
- modify ***Word*** options
- work safely with your computer, consider your impact on the environment and manage files and folders efficiently

Prerequisites

BSBITU201A Produce Simple Word Processed Documents assumes little or no knowledge of word processing or Microsoft Word 2013. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Topic Sheets

215 topics

Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at ***www.watsoniapublishing.com***.

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Unit Mapping

This unit describes the performance outcomes, skills and knowledge required to correctly operate word processing applications in the production of workplace documents.

	Performance Criteria	Location
1	**Prepare to produce documents**	
1.1	Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are addressed	Chapter 13: General Computer Operation
1.2	Identify document purpose, audience and presentation requirements, and clarify with relevant personnel as required	Chapter 1: Getting Started With Word 2013
1.3	Identify organisational and task requirements for document layout and design	Generally assumed throughout
2	**Produce documents**	
2.1	Format document using appropriate software functions to adjust page layout to meet information requirements, in accordance with organisational style and presentation requirements	Chapter 4: Working With Text, Chapter 5: Text Appearance, Chapter 6: Working With Paragraphs, Chapter 7: Working With Pages, Chapter 8: Tabs and Tables, Chapter 9: Performing a Mail Merge
2.2	Use system features to identify and manipulate screen display options and controls	Chapter 3: Working With a Document, Chapter 12: Setting Word Options
2.3	Use manuals, user documentation and online help to overcome problems with document presentation and production	Chapter 13: General Computer Operation
3	**Finalise documents**	
3.1	Ensure final document is previewed, checked, adjusted and printed in accordance with organisational and task requirements	Chapter 2: Your First Document, Chapter 10: Printing Your Documents
3.2	Ensure document is prepared within designated timelines and organisational requirements	Generally assumed throughout, Chapter 2: Your First Document
3.3	Name and store document in accordance with organisational requirements and exit application without information loss/damage	Chapter 1: Getting Started With Word 2013, Chapter 2: Your First Document, Chapter 3: Working With a Document, Chapter 13: General Computer Operation

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