



INFocus COURSEWARE

BSBITU306A Design And Produce Business Documents

Microsoft Word and Excel 2013



Product Code: INF932

ISBN: 978-1-925121-02-5

❖ General Description

This publication has been mapped to the **BSBITU306A - Design And Produce Business Documents** competency. It is primarily designed for people who need to know how to create meaningful business documents in both Microsoft Word and Excel. These documents can include letters, reports, brochures, flyers, and the like, including charts and graphs.

❖ Learning Outcomes

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

- understand how to establish and work with document standards and document properties
- understand the general features of **Office 2013** and how to use them
- create a simple word-processed document
- select and work with text in a document
- use a range of font formatting techniques
- work effectively with features that affect the page layout of your document
- create and apply styles
- create and modify tables
- perform a mail merge from scratch
- save documents in a variety of formats, locations and with different names
- create common business documents
- create a simple workbook
- understand, create and work with formulas and functions
- use font formatting techniques
- align the contents of cells in a number of ways
- understand and use the number formatting features in **Excel**
- print your workbook data
- apply a variety of page setup techniques
- create effective charts in **Microsoft Excel**

❖ Prerequisites

BSBITU306A Design And Produce Business Documents assumes some knowledge of both Microsoft Word 2013 and Microsoft Excel 2013, as well as a general understanding of personal computers and the Windows operating system.

❖ Topic Sheets

351 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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47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information



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- Types of Word Processed Documents
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- Choosing Appropriate Software
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- Speeding Up Document Production
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Practice Exercise
Practice Exercise Sample

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Merging Cells
Unmerging Cells
Practice Exercise
Practice Exercise Sample

Number Formatting

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Unit Mapping

This unit describes the performance outcomes, skills and knowledge required to design and develop business documents using complex technical features of word processing software.

	Performance Criteria	Location
1	Select and prepare resources	
1.1	Select and use appropriate technology and software applications to produce required business documents	Chapter 1: Document Standards
1.2	Select layout and style of publication according to information and organisational requirements	Chapter 1: Document Standards, Chapter 11: Creating Business Documents
1.3	Ensure document design is consistent with company and/or client requirements, using basic design principles	Chapter 1: Document Standards
1.4	Discuss and clarify format and style with person requesting document/publication	Generally assumed throughout
2	Design document	
2.1	Identify, open and generate files and records according to task and organisational requirements	Generally assumed throughout, Chapter 1: Document Standards, Chapter 10: Saving Documents
2.2	Design document to ensure efficient entry of information and to maximise the presentation and appearance of information	Chapter 1: Document Standards, Chapter 3: Word Processing, Chapter 10: Saving Documents, Chapter 11: Creating Business Documents, Chapter 12: Spreadsheets
2.3	Use a range of functions to ensure consistency of design and layout	Chapter 5: Text Appearance, Chapter 7: Styles
2.4	Operate input devices within designated requirements	Generally assumed throughout
3	Produce document	
3.1	Complete document production within designated timelines according to organisational requirements	Generally assumed throughout, Chapter 1: Document Standards, Chapter 3: Word Processing, Chapter 10: Saving Documents, Chapter 11: Creating Business Documents, Chapter 12: Spreadsheets
3.2	Check document produced to ensure it meets task requirements for style and layout	Chapter 6: Working With Pages, Chapter 7: Styles, Chapter 17: Printing, Chapter 18: Page Setup
3.3	Store document appropriately and save document to avoid loss of data	Chapter 10: Saving Documents
3.4	Use manuals, training booklets and/or help-desks to overcome basic difficulties with document design and production	Chapter 2: At Home In Office 2013
4	Finalise document	
4.1	Proofread document for readability, accuracy and consistency in language, style and layout prior to final output	Chapter 3: Word Processing, Chapter 12: Spreadsheets
4.2	Make any modifications to document to meet requirements	Chapter 3: Word Processing, Chapter 1: Document Standards, Chapter 12: Spreadsheets
4.3	Name and store document in accordance with organisational requirements and exit application without data/loss damage	Chapter 10: Saving Documents
4.4	Print and present document according to requirements	Chapter 3: Word Processing, Chapter 18: Page Setup, Chapter 6: Working With Pages, Chapter 18: Page Setup



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