



INFOCUS COURSEWARE

BSBITU401A Design And Develop Complex Text Documents

Microsoft Word 2013



Product Code: INF934

ISBN: 978-1-925121-04-9

❖ General Description

This publication has been mapped to the **BSBITU401A - Design And Develop Complex Text Documents** competency. It is primarily designed for people who need to know how to use Microsoft Word to design and develop more complex documents such as newsletters, flyers, reports, manuals, books, and the like. It is ideal for people who work in offices, for clubs or charities where there is a requirement to produce more elaborate text documents.

❖ Learning Outcomes

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

- work with numerous document design tools
- use table features to improve the layout and format of tables
- learn how to work with section breaks
- use the illustration tools available in **Word**
- insert content from other sources
- create and work with master documents
- create and work with tables of contents, indexes, footnotes and bookmarks in long documents
- customise mail merges
- work with many of the printing features available in **Word**
- understand, insert and work with fields in a document
- create and work with electronic forms in **Word**
- create and work with macros
- work safely with your computer, consider your impact on the environment and manage files and folders efficiently

❖ Prerequisites

BSBITU401A Design And Develop Complex Text Documents assumes some knowledge of Microsoft Word 2013, as well as a general understanding of personal computers and the Windows operating system.

❖ Topic Sheets

271 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 design and develop business documents using complex technical features of word processing software.

	Performance Criteria	Location
1	Prepare to produce word processed 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	Generally assumed throughout, Chapter 1: Document Design Tools
1.3	Identify organisational requirements for text-based business documents to ensure consistency of style and image	Chapter 1: Document Design Tools
1.4	Evaluate complex technical functions of the software for their usefulness in fulfilling the requirements of the task	Chapter 1: Document Design Tools, Chapter 2: Table Features, Chapter 3: Section Breaks, Chapter 4: Illustrations, Chapter 5: Importing, Chapter 6: Master Documents, Chapter 7: Longer Documents, Chapter 8: Mail Merge Techniques, Chapter 9: Printing Features, Chapter 10: Fields, Chapter 11: Electronic Forms, Chapter 12: Macros
1.5	Match document requirements with software functions to provide efficient production of documents	Chapter 1: Document Design Tools, Chapter 2: Table Features, Chapter 3: Section Breaks, Chapter 4: Illustrations, Chapter 5: Importing, Chapter 6: Master Documents, Chapter 7: Longer Documents, Chapter 8: Mail Merge Techniques, Chapter 9: Printing Features, Chapter 10: Fields, Chapter 11: Electronic Forms, Chapter 12: Macros
2	Design complex documents	
2.1	Design document structure and layout to suit purpose, audience and information requirements of the task	Chapter 1: Document Design Tools
2.2	Design document to enhance readability and appearance, and to meet organisational and task requirements for style and layout	Chapter 1: Document Design Tools, Chapter 2: Table Features, Chapter 3: Section Breaks, Chapter 4: Illustrations
2.3	Use complex software functions to enable efficient manipulation of information and other material, and ensure consistency of design and layout	Chapter 2: Table Features, Chapter 4: Illustrations, Chapter 5: Importing, Chapter 6: Master Documents, Chapter 8: Mail Merge Techniques, Chapter 10: Fields, Chapter 11: Electronic Forms, Chapter 12: Macros
2.4	Use manuals, user documentation and online help to overcome problems with document design and production	Chapter 13: General Computer Operation
3	Add complex tables and other data	
3.1	Insert a standard table into document, changing cells to meet information requirements	Chapter 2: Table Features
3.2	Format rows and columns as required	Chapter 2: Table Features
3.3	Insert images and other data, formatting as required	Chapter 4: Illustrations
4	Produce documents	
4.1	Use complex operations in the development of documents, to achieve required results	Chapter 2: Table Features, Chapter 10: Fields, Chapter 11: Electronic Forms, Chapter 12: Macros
4.2	Preview, adjust and print documents in accordance with organisational and task requirements	Chapter 9: Printing Features
4.3	Name and store documents in accordance with organisational requirements and exit the application without information loss/damage	Chapter 1: Document Design Tools
4.4	Prepare documents within designated time lines and organisational requirements for speed and accuracy	Generally assumed throughout



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