



INFocus COURSEWARE

BSBADM506B Manage Business Document Design And Development

Microsoft Word 2013



WATSONIA PUBLISHING

Product Code: INF935

ISBN: 978-1-925121-63-6

❖ General Description

This publication has been mapped to the **BSBADM506B - Manage Business Document Design And Development** competency. It applies to individuals employed in a range of work environments who require well-developed skills in the use of Microsoft Word.

❖ 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
- work with multiple documents
- create and use templates
- create and use building blocks
- use table features to improve the layout and format of tables
- customise mail merges
- understand, insert and work with fields in a document
- use a range of document proofing features
- understand and use the tracking feature in **Word**
- create and work with electronic forms in **Word**
- create and work with macros

❖ Prerequisites

BSBADM506B Manage Business Document Design And Development assumes a good working understanding of Microsoft Word 2013. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

189 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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Contents

Document Standards

- Types of Business Documents
- Understanding Word Processing
- Types of Word Processed Documents
- How Spreadsheets Work
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- Choosing Appropriate Software
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- Speeding Up Document Production
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- Practice Exercise
- Practice Exercise Workspace

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Understanding AutoFormat
Using AutoFormat
Using AutoFormat as You Type
Practice Exercise
Practice Exercise Sample

Tracking Changes

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Unit Mapping

This unit describes the performance outcomes, skills and knowledge required to establish standards for the design and production of organisational documents and to manage document design and production processes to ensure agreed standards are met.

	Performance Criteria	Location
1	Establish documentation standards	
1.1	Identify organisational requirements for information entry, storage, output, and quality of document design and production	Chapter 1: Document Standards
1.2	Evaluate organisation's present and future information technology capability in terms of its effect on document design and production	Generally assumed throughout
1.3	Identify types of documents used and required by the organisation	Chapter 1: Document Standards
1.4	Establish documentation standards and design tasks for organisational documents in accordance with information, budget and technology requirements	Chapter 1: Document Standards
2	Manage template design and development	
2.1	Ensure standard formats and templates suit the purpose, audience and information requirements of each document	Chapter 3: Templates
2.2	Ensure document templates enhance readability and appearance, and meet organisational requirements for style and layout	Chapter 3: Templates
2.3	Test templates, obtain organisational and user feedback, and make amendments as necessary to ensure maximum efficiency and quality of presentation	Chapter 3: Templates
3	Develop standard text for documents	
3.1	Evaluate complex technical functions of software for their usefulness in automating aspects of standard document production	Chapter 4: Building Blocks
3.2	Match requirements of each document with software functions to allow efficient production of documents	Chapter 5: Table Features, Chapter 6: Mail Merge Techniques, Chapter 7: Fields, Chapter 10: Electronic Forms
3.3	Test macros to ensure they meet the requirements of each document in accordance with documentation standards	Chapter 11: Macros
4	Develop and implement strategies to ensure the use of standard documentation	
4.1	Prepare explanatory notes for the use of standard templates and macros using content, format and language style to suit existing and future users	Chapter 1: Document Standards, Chapter 3: Templates, Chapter 11: Macros
4.2	Develop and implement training on the use of standard templates and macros and adjust the content and level of detail to suit user needs	Chapter 3: Templates, Chapter 11: Macros
4.3	Produce, circulate, name and store master files and print copies of templates and macros in accordance with organisational requirements	Chapter 1: Document Standards
5	Develop and implement strategies for maintenance and continuous improvement of standard documentation	
5.1	Monitor use of standard documentation templates and macros, and evaluate the quality of documents produced against documentation standards	Chapter 1: Document Standards, Chapter 2: Multiple Documents
5.2	Review documentation standards against the changing needs of the organisation, and plan and implement improvements in accordance with organisational procedures	Chapter 1: Document Standards



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