



INFocus COURSEWARE

BSBITU306 Design And Produce Business Documents

Microsoft Word and Excel 2013



Product Code: INF1162

ISBN: 978-1-925349-53-5

❖ General Description

This publication has been mapped to the **BSBITU306 - Design And Produce Business Documents** competency. It applies to individuals who may exercise discretion and judgement using appropriate theoretical knowledge of document design and production to provide technical advice and support to a team.

❖ 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

BSBITU306 Design And Produce Business Documents assumes some knowledge of both Microsoft Word 2013 and Microsoft Excel 2013, as well as fundamental skills in computer operations.

❖ 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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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
- Establishing Document Standards
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- Practice Exercise Workspace

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- Environmentally Friendly Computing
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- Applying a Theme



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Practice Exercise
Practice Exercise Sample

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Horizontal Cell Alignment
Vertical Cell Alignment
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Merging and Centring



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Merging Cells
Unmerging Cells
Practice Exercise
Practice Exercise Sample

Number Formatting

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Creating an Area Chart
Creating a Scatter Chart
Understanding Other Chart Types
Practise Exercise
Practice Exercise Sample

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Unit Mapping

This unit describes the skills and knowledge required to design and produce various business documents and publications. It includes selecting and using a range of functions on a variety of computer applications.

	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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