



INFOCUS COURSEWARE

# BSBITU309 Produce Desktop Published Documents

Microsoft Word 2013



Product Code: INF1163

ISBN: 978-1-925349-54-2

## ❖ General Description

This publication has been mapped to the **BSBITU309 - Produce Desktop Published Documents** competency. It applies to individuals who work in a range of environments, which may include providing administrative support within an enterprise, or who may be technical or knowledge experts responsible for production of their own documents.

## ❖ Learning Outcomes

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

- create high quality designs and layouts
- create a new document
- work with a document
- use a range of font formatting techniques
- format paragraphs
- create and apply styles
- work effectively with features that affect the page layout of your document
- create and modify tables
- insert and work with pictures in a **Word** document
- insert and work with clip art and pictures
- draw and format shapes
- insert and work with text boxes
- insert and work with **WordArt**
- create and work with **SmartArt**
- insert content from other sources
- work safely with your computer, consider your impact on the environment and manage files and folders efficiently

## ❖ Prerequisites

BSBITU309 Produce Desktop Published 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

259 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](http://www.watsoniapublishing.com).

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## Contents

### Document Design and Layout

- Types of Business Documents
- Meeting Organisational Requirements
- The Four Pillars of Great Design
- Perfect Page Layouts
- Make It Readable
- Pictures Tell a Story
- The Tips and Traps of Writing
- Practice Exercise
- Practice Exercise Workspace

### Creating a New Document

- Creating Documents in Word
- Creating a New Blank Document
- Typing Text
- The Save As Place
- The Save As Dialog Box
- Saving a New Document on Your Computer
- Typing Numbers
- Inserting a Date
- Document Proofing
- Checking Spelling and Grammar
- Making Basic Changes
- Saving an Existing Document
- Printing a Document
- Safely Closing a Document
- Practice Exercise
- Practice Exercise Data

### Working With a Document

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- The Open Dialog Box
- Opening an Existing Document
- Navigating With the Keyboard
- Scrolling Through a Document
- Page Zooming
- Viewing the Ruler
- Showing Paragraph Marks
- Counting Words
- Practice Exercise
- Practice Exercise Sample
- Navigating Documents
- Viewing Heading Levels
- Editing Headings
- Adding Headings
- Moving Headings
- Practice Exercise Workspace

Practice Exercise

### Text Appearance

- Working With Live Preview
- Changing Fonts
- Changing Font Size
- Increasing and Decreasing Font Size
- Making Text Bold
- Italicising Text
- Underlining Text
- Applying Strikethrough
- Subscripting Text
- Superscripting Text
- Highlighting Text
- Changing Case
- Changing Text Colour
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- Using the Font Dialog Box
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- Practice Exercise
- Practice Exercise Sample

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- Understanding Text Alignment
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- Adding Bullets to Existing Paragraphs
- Removing Existing Bullets
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- Creating a Multilevel List
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- Shading Paragraphs
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- The Paragraph Dialog Box Indents and Spacing
- The Paragraph Dialog Box Line and Page Breaks
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- Practice Exercise
- Practice Exercise Sample

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- Practice Exercise Sample

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- Practice Exercise Data
- Converting a Table to Text
- Aligning Data in Cells
- Inserting Formulas Into a Table
- Updating Formulas in a Table
- Understanding Table Properties
- Changing the Direction of Text



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Repeating Heading Rows  
Practice Exercise  
Practice Exercise Sample

## Pictures

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Inserting an Online Picture  
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Cropping a Picture  
Practice Exercise  
Practice Exercise Sample  
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Applying Shadows and Reflections  
Applying a Glow Effect  
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Cropping Pictures Accurately  
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Practice Exercise  
Practice Exercise Sample

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Applying Text Wrapping Styles  
Positioning Clip Art  
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Applying Picture Styles to Clip Art  
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Practice Exercise  
Practice Exercise Sample

## Shapes

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Selecting Shapes  
Resizing Shapes  
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Aligning Shapes  
Rotating Shapes  
Grouping Shapes

Arranging Shapes  
Deleting Shapes  
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Practice Exercise Sample  
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Applying a Picture Fill to a Shape  
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Applying Shadow Effects  
Practice Exercise  
Practice Exercise Sample

## Text Boxes

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Typing Text Into a Text Box  
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Formatting a Text Box  
Practice Exercise  
Practice Exercise Sample

## WordArt

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Practice Exercise  
Practice Exercise Sample

## SmartArt

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Changing SmartArt Colours  
Changing a SmartArt Layout  
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Practice Exercise Sample

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Importing Excel Data  
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Practice Exercise  
Practice Exercise Sample

## General Computer Operation

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Breaks and Exercises  
Reducing Paper Wastage  
Environmentally Friendly Computing  
Backup Procedures  
Practice Exercise  
Practice Exercise Workspace  
Understanding How Help Works  
Accessing the Help Window  
Navigating the Help Window  
Using the Office Website  
Googling Help  
Printing a Help Topic  
Practice Exercise  
Practice Exercise Sample



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## Unit Mapping

This unit describes the skills and knowledge required to design and produce desktop published documents.

	Performance Criteria	Location
<b>1</b>	<b>Prepare to produce desktop published documents</b>	
1.1	Use safe work practices including addressing ergonomic requirements and using work organisation strategies	Chapter 16: General Computer Operation
1.2	Use energy and resource conservation techniques	Chapter 16: General Computer Operation
1.3	Identify document purpose, audience and presentation requirements, and clarify with relevant personnel as required	Chapter 1: Document Design and Layout
1.4	Identify organisational and task requirements for desktop published business documents to ensure consistency of style and image	Chapter 1: Document Design and Layout
<b>2</b>	<b>Set up desktop published document</b>	
2.1	Design content structure and layout to ensure information and graphics are arranged according to related topics and logical sequences	Chapter 1: Document Design and Layout
2.2	Select appropriate formatting and create templates or master pages to ensure consistency of design and layout	Chapter 1: Document Design and Layout
2.3	Confirm layout with appropriate person	Generally assumed throughout - can be tested using practice exercises and integration assignment
<b>3</b>	<b>Create desktop published document</b>	
3.1	Prepare, format and enter required text	Chapter 2: Creating A New Document, Chapter 4: Text Appearance, Chapter 5: Working With Paragraphs, Chapter 6: Styles
3.2	Import text from other applications and resolve any formatting issues	Chapter 15: Importing
3.3	Scan or import graphics from other applications and resolve any formatting issues	Chapter 9: Pictures, Chapter 10: Clip Art and Pictures
3.4	Arrange text and graphics according to organisational and task requirements	Generally assumed throughout, Chapter 1: Document Design and Layout
<b>4</b>	<b>Finalise desktop published document</b>	
4.1	Review text for possible errors and omissions, and resolve any issues	Generally assumed throughout - can be tested using practice exercises and integration assignment, Chapter 1: Document Design and Layout, Chapter 2: Creating A New Document
4.2	Check page order, structure and linkages	Chapter 7: Working With Pages
4.3	Produce completed document in required format	Chapter 2: Creating A New Document
4.4	Name and store text documents, in accordance with organisational requirements and exit the application without information loss/damage	Chapter 2: Creating A New Document, Chapter 16: General Computer Operation
4.5	Prepare text documents within designated timelines and organisational requirements for speed and accuracy	Generally assumed throughout - can be tested using practice exercises and integration assignment
4.6	Use manuals, user documentation and online help to overcome problems with document design and production	Chapter 16: General Computer Operation

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