



INFOCUS COURSEWARE

BSBITU401 Design And Develop Complex Text Documents

Microsoft Word 2013



Product Code: INF1164

ISBN: 978-1-925298-32-1

❖ General Description

This publication has been mapped to the **BSBITU401 - Design And Develop Complex Text Documents** competency. It applies to individuals who work in a range of business environments and have skills which may be applied in the provision of administrative support within an enterprise, or who are technical/knowledge experts responsible for producing their own word processed 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

BSBITU401 Design And Develop Complex Text Documents assumes some knowledge of Microsoft Word 2013, as well as fundamental skills in computer operations.

❖ 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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Contents

Document Design Tools

- Understanding Themes
- Applying a Theme
- Modifying Theme Colours
- Modifying Theme Fonts
- Practice Exercise
- Practice Exercise Sample
- Understanding Styles
- Applying Paragraph Styles
- Applying Character Styles
- Creating a Quick Style
- Creating a Paragraph Style
- Creating a Character Style
- Practice Exercise
- Practice Exercise Sample
- Understanding Templates
- Using a Sample Template
- Downloading an Online Template
- Creating a Template
- Modifying a Template
- Attaching a Template to a Document
- Copying Styles Between Templates
- Tips for Developing Templates
- Practice Exercise
- Practice Exercise Sample
- Understanding Building Blocks
- AutoText Versus Quick Parts
- Inserting a Building Block
- Creating Quick Parts
- Saving Building Blocks
- Inserting Quick Parts
- Editing Building Blocks
- Practice Exercise
- Practice Exercise Data

Table Features

- Understanding Tables
- Creating a Table
- Creating a Table From Text
- Aligning Data in Cells
- Displaying Table Gridlines
- Inserting Formulas Into a Table
- Updating Formulas in a Table
- Sorting Table Data
- Merging Table Cells
- Splitting Table Cells
- Understanding Table Properties
- Aligning Tables

- Changing the Direction of Text
- Repeating Heading Rows
- Converting a Table to Text
- Practice Exercise
- Practice Exercise Sample

Section Breaks

- Understanding Section Breaks
- Inserting a Next Page Section Break
- Inserting a Continuous Section Break
- Inserting an Even Page Section Break
- Inserting an Odd Page Section Break
- Practice Exercise
- Practice Exercise Sample
- Understanding Headers and Footers
- Switching Headers and Footers
- Inserting Page Numbering
- Inserting Date Information
- Inserting Document Properties
- Practice Exercise
- Practice Exercise Sample

Illustrations

- Understanding Clip Art and Pictures
- Inserting a Picture
- Inserting an Online Picture
- Resizing a Picture
- Changing the Picture
- Cropping a Picture
- Inserting Clip Art
- Applying Text Wrapping Styles
- Positioning Clip Art
- Practice Exercise
- Practice Exercise Sample
- Inserting Shapes
- Modifying Shapes
- Inserting Text Into a Shape
- Custom Text Wrapping
- Finding and Selecting Shapes
- Using a Canvas
- Practice Exercise
- Practice Exercise Sample
- Inserting Screen Shots
- Inserting a Screen Clip
- Understanding SmartArt
- Inserting a SmartArt Graphic
- Inserting Text

- Adding Shapes Below
- Applying a Different Layout
- Applying a Colour Scheme
- Applying a SmartArt Style
- Practice Exercise
- Practice Exercise Sample
- Understanding WordArt
- Applying WordArt
- Positioning WordArt
- Understanding Text Boxes
- Inserting a Preformatted Text Box
- Typing Text Into a Text Box
- Practice Exercise
- Practice Exercise Sample

Importing

- Understanding Importing
- Importing Text
- Importing Excel Data
- Importing and Linking Excel Data
- Importing and Embedding Excel Data
- Modifying Embedded Excel Data
- Inserting a Hyperlink to External Data
- Understanding Hyperlinking Options
- Using Hyperlinks
- Practice Exercise
- Practice Exercise Sample

Master Documents

- Understanding Master Documents
- Understanding Subdocuments
- Creating a Master Document
- Creating Subdocuments
- Working With Master Document Views
- Inserting Subdocuments
- Formatting a Master Document
- Editing Subdocuments
- Merging Subdocuments
- Splitting Subdocuments
- Deleting Subdocuments
- Building a Table of Contents
- Printing a Master Document
- Practice Exercise
- Practice Exercise Sample

Longer Documents

- Understanding Tables of Contents
- Inserting a Table of Contents



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Navigating With a Table of Contents
Updating Page Numbers
Updating a Table of Contents
Practice Exercise
Practice Exercise Sample
Understanding Indexing
Marking Index Entries
Creating an AutoMark File
Marking Index Entries With an AutoMark File
Generating an Index
Updating an Index
Practice Exercise
Practice Exercise Sample
Creating Bookmarks
Navigating With Bookmarks
Deleting Bookmarks
Understanding Footnotes and Endnotes
Inserting Footnotes
Inserting Endnotes
Locating Footnotes and Endnotes
Changing the Number Format
Deleting Footnotes and Endnotes
Practice Exercise
Practice Exercise Sample

Mail Merge Techniques

Understanding Recipient Lists
Creating a Recipient List
Customising the Columns
Adding Records
Deleting Records
Saving a Recipient List
Opening a Recipient List
Editing a Recipient List
Practice Exercise
Practice Exercise Data
Running a Saved Merge
Excluding Recipients
Filtering Recipients
Sorting Recipients
Selecting Another Data Source
Applying an if Then Else Rule
Applying a Fill in Rule
Practice Exercise
Practice Exercise Data

Printing Features

Understanding Printing
Previewing Your Document
Selecting a Printer

Understanding Printing Options
Printing Without Drawing Objects
Printing Hidden Text
Printing Document Properties
Specifying What to Print
Printing Odd Pages
Printing Even Pages
Printing Multiple Pages Per Sheet
Scaling to Fit Paper Size
Printing Uncollated Copies
Understanding Printing Problems
Saving a Document as a PDF
Practice Exercise
Practice Exercise Sample

Fields

Understanding Fields
The Field Dialog Box
Inserting a Document Information Field
Setting Field Properties
Showing and Hiding Field Codes
Inserting Formula Fields
Inserting a Date and Time Field
Updating Fields Automatically When Printing
Locking and Unlocking Fields
Applying a Number Format
Practice Exercise
Practice Exercise Sample
Understanding Interactive Fields
Inserting a FILLIN Field
Typing Field Codes Into a Document
Activating Interactive Fields
Inserting an ASK Field
Using REF to Display Bookmarks
Activating Fields Automatically
Practice Exercise
Practice Exercise Sample

Electronic Forms

Understanding Electronic Forms in Word
Creating the Form Layout
Understanding Content Controls
Displaying the Developer Tab
Inserting Text Controls
Setting Content Control Properties
Inserting the Date Picker Control
Inserting Prompt Text
Inserting Formulas
Inserting a Combo Box Control

Inserting a Drop Down List Control
Protecting and Saving the Form
Using an Electronic Form
Editing a Protected Form
Practice Exercise
Practice Exercise Data

Macros

Understanding Macros in Word
Setting Macro Security
Saving a Document as Macro-Enabled
Recording a Macro
Running a Macro
Assigning a Macro to the Toolbar
Assigning a Keyboard Shortcut to a Macro
Editing a Macro
Creating a MacroButton Field
Copying a Macro
Deleting a Macro
Tips for Developing Macros
Practice Exercise
Practice Exercise Data

General Computer Operation

Risks and Hazards in the Office
Setting Up an Ergonomic Workstation
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 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 met	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 its usefulness in fulfilling 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 to develop documents, and 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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