



INFOCUS COURSEWARE

# BSBITU309 Produce Desktop Published Documents

Microsoft Publisher 2013



Product Code: INF1172

ISBN: 978-1-925349-62-7

## ❖ General Description

This course 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:

- work with the basic features of **Publisher**
- create a new publication
- understand concepts essential to the use of **Publisher**
- understand how to work with text
- understand different techniques for working with text
- insert building blocks into a publication
- insert and modify shapes
- insert and modify pictures
- create, use and modify a table
- create publications based on different layout and design options
- use master pages effectively
- conduct and customise a mail merge
- create a catalogue merge
- save and share a publication in several different ways
- find the information you need in **Help**
- work safely with your computer, consider your impact on the environment and manage files and folders efficiently

## ❖ Prerequisites

BSBITU309 Produce Desktop Published Documents assumes some knowledge of Microsoft Publisher 2013, as well as a general understanding of personal computers and the Windows operating system.

## ❖ Topic Sheets

185 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).

*This information sheet was produced on Thursday, April 30, 2015 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



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## Contents

### Getting Started With Publisher 2013

- Understanding Publisher 2013
- Starting Publisher
- Understanding the Start Screen
- Creating a New Blank Publication
- The Publisher 2013 Screen
- How Publisher 2013 Works
- Using the Ribbon
- Showing and Collapsing the Ribbon
- Understanding the Backstage View
- Accessing the Backstage View
- Understanding the Status Bar
- Exiting Safely From Publisher
- Practice Exercise
- Practice Exercise Workspace

### Your First Publication

- Tips for Planning a Publication
- Understanding Different Types of Publications
- Adding and Editing Business Information
- Creating a Publication From a Template
- The Save As Place
- The Save As Dialog Box
- Saving a New Publication on Your Computer
- Inserting Text
- Formatting Text
- Using Undo and Redo
- Saving an Existing Publication
- Previewing a Publication
- Printing a Publication
- Safely Closing a Publication
- Practice Exercise
- Practice Exercise Sample

### Working With a Publication

- The Open Place
- The Open Dialog Box
- Opening an Existing Publication
- Using the Pages Navigation Pane
- Working With Layouts
- Zooming and Panning
- Inserting Pages
- Naming Pages

- Moving Pages
- Deleting Pages
- Practice Exercise
- Practice Exercise Sample

### Working With Text

- Creating a Text Box
- Modifying a Text Box
- Importing Text
- Checking Spelling
- Selecting Text
- Applying Colour to Text
- Creating WordArt
- Formatting WordArt
- Text Effects
- Practice Exercise
- Practice Exercise Sample

### Text Techniques

- Text Columns
- Linking Text Boxes
- Drawing Text Boxes Accurately
- Text Box Margins
- Wrapping Text
- Aligning Text
- Using Baseline Guides
- Paragraph Spacing
- Hyphenation
- Creating Bulleted Lists
- Creating Numbered Lists
- Creating Text Styles
- Applying a Text Style
- Modifying a Text Style
- Practice Exercise
- Practice Exercise Sample

### Building Blocks

- Inserting Page Parts
- Inserting Calendars
- Inserting Borders and Accents
- Inserting Advertisements
- Practice Exercise
- Practice Exercise Sample

### Working With Shapes

- Drawing and Inserting Shapes
- Selecting Shapes
- Resizing Shapes
- Moving Shapes
- Aligning Shapes

- Grouping Shapes
- Changing Fill
- Drawing Lines
- Deleting Shapes
- Practice Exercise
- Practice Exercise Sample

### Working With Pictures

- Inserting Pictures
- Inserting Online Pictures
- Using the Scratch Area
- Swapping Pictures
- Picture Formatting and Effects
- Cropping Pictures
- Inserting a Caption
- Practice Exercise
- Practice Exercise Sample

### Working With Tables

- Inserting Tables
- Entering Text in a Table
- Adjusting Rows and Columns
- Applying Table Styles
- Using Fills and Tints
- Using Sample Fill Colour
- Practice Exercise
- Practice Exercise Sample

### Design and Layout

- Page Orientation
- Understanding Page Sizes
- Creating Envelopes
- Creating Labels
- Creating Folded Cards
- Changing Margin Guides
- Creating Grid Guides
- Creating Ruler Guides
- Using Guides
- Using Colour Schemes
- Using Font Schemes
- Creating a Fill Background
- Creating an Image Background
- Practice Exercise
- Practice Exercise Sample

### Master Pages

- Understanding Master Pages
- Using a Master Page
- Inserting Headers
- Inserting Footers



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Inserting Page Numbers  
Using a Two Page Master  
Creating Additional Master Pages  
Using Multiple Master Pages  
Practice Exercise  
Practice Exercise Workspace

Breaks and Exercises  
Reducing Paper Wastage  
Environmentally Friendly Computing  
Backup Procedures  
Practice Exercise  
Practice Exercise Workspace

## Mail Merge

Creating a Data Source  
Creating a Mail Merge Publication  
Showing Merge Results  
Sorting a Merge  
Filtering Data  
Merge Printing  
Clearing a Filter  
Practice Exercise  
Practice Exercise Sample

## Catalogue Merge

Understanding the Merge Area  
Creating a Product List  
Selecting a Merge Area Layout  
Inserting Text Fields  
Formatting Text Fields  
Inserting Picture Fields  
Previewing and Modifying a Catalogue Merge  
Merging to a New Publication  
Practice Exercise  
Practice Exercise Sample

## Saving and Sharing

Sending a Publication as an Email  
Changing the File Type  
Saving for Photo Printing  
Saving for a Commercial Printer  
Saving for Another Computer  
Practice Exercise  
Practice Exercise Workspace

## Getting Help

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

## General Computer Operation

Setting Up an Ergonomic Workstation



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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	Generally assumed throughout
1.4	Identify organisational and task requirements for desktop published documents to ensure consistency of style and image	Generally assumed throughout, Chapter 1: Getting Started With Publisher 2013, Chapter 2: Your First Publication, Chapter 3: Working With a Publication
<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: Getting Started With Publisher 2013, Chapter 2: Your First Publication, Chapter 3: Working With a Publication
2.2	Select appropriate formatting and create templates or master pages to ensure consistency of design and layout	Chapter 2: Your First Publication, Chapter 4: Working With Text, Chapter 5: Text Techniques, Chapter 9: Working With Tables, Chapter 10: Design and Layout, Chapter 11: Master Pages
2.3	Confirm layout with appropriate person	Generally assumed throughout. Can be tested using end of chapter challenge exercises
<b>3</b>	<b>Create desktop published document</b>	
3.1	Prepare, format and enter required text	Chapter 2: Your First Publication, Chapter 4: Working With Text, Chapter 5: Text Techniques, Chapter 9: Working With Tables
3.2	Import text from other applications and resolve any formatting issues	Chapter 4: Working With Text, Chapter 5: Text Techniques, Chapter 12: Mail Merge, Chapter 13: Catalogue Merge
3.3	Scan or import graphics from other applications and resolve any formatting issues	Chapter 6: Building Blocks, Chapter 7: Working With Shapes, Chapter 8: Working With Pictures, Chapter 13: Catalogue Merge
3.4	Arrange text and graphics according to organisational and task requirements	Chapter 4: Working With Text, Chapter 5: Text Techniques, Chapter 6: Building Blocks, Chapter 7: Working With Shapes, Chapter 8: Working With Pictures, Chapter 9: Working With Tables, Chapter 10: 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, Chapter 4: Working With Text, Chapter 5: Text Techniques
4.2	Check page order, structure and linkages	Generally assumed throughout, Chapter 3: Working With a Publication, Chapter 10: Design and Layout
4.3	Produce completed document in required format	Chapter 2: Your First Publication, Chapter 10: Design and Layout, Chapter 14: Saving and Sharing
4.4	Name and store text documents, in accordance with organisational requirements and exit the application without information loss/damage	Chapter 2: Your First Publication, Chapter 16: General Computer Operation
4.5	Prepare text documents within designated timelines and organisational requirements for speed and accuracy	Generally assumed throughout
4.6	Use manuals, user documentation and online help to overcome problems with document design and production	Chapter 1: Getting Started With Publisher 2013, Chapter 16: General Computer Operation



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