



INFOCUS COURSEWARE

# BSBITU404 Produce Complex Desktop Published Documents

Microsoft Word 2013



Product Code: INF1173

ISBN: 978-1-925349-63-4

## ❖ General Description

BSBITU404 - Produce Complex Desktop Published Documents applies to individuals who require well-developed skills in desktop publishing using Microsoft Word.

## ❖ Learning Outcomes

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

- create high quality designs and layouts
- use formatting techniques to position text and paragraphs
- create and work effectively with themes
- create and apply styles
- create and use templates
- create and work with master documents
- use table features to improve the layout and format of tables
- apply various page layout techniques
- insert and work with section breaks, headers and footers
- insert and work with pictures in a **Word** document
- use the illustration tools available in **Word**
- insert and work with text boxes
- insert and work with **WordArt**
- create and work with captions
- create and work with a table of contents
- create and work with an index in a document
- create and use building blocks
- use a range of document proofing features
- save documents in a variety of formats, locations and with different names
- insert content from other sources
- work safely with your computer, consider your impact on the environment and manage files and folders efficiently

## ❖ Prerequisites

BSBITU404 Produce Complex Desktop Published Documents assumes a moderate knowledge of Microsoft Word 2013.

## ❖ Topic Sheets

322 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 Monday, May 04, 2015 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



47 Greenaway Street  
Bulleen VIC 3105  
Australia  
ABN 64 060 335 748

Phone: (+61) 3 9851 4000  
Fax: (+61) 3 9851 4001  
[info@watsoniapublishing.com](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)

Product Information



# BSBITU404 Produce Complex Desktop Published Documents

Microsoft Word 2013



INFOCUS COURSEWARE

Product Code: INF1173

ISBN: 978-1-925349-63-4

## Contents

### Document Design and Layout

- Types of Business Documents
- Choosing Appropriate Software
- Who Prepares Business Documents
- Speeding Up Document Production
- Establishing Document Standards
- 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

### Formatting Techniques

- Applying First Line Indents
- Applying Hanging Indents
- Applying Right Indents
- Understanding Pagination
- Controlling Widows and Orphans
- Keeping Paragraphs Together
- Keeping Lines Together
- Inserting a Page Break
- Applying Hyphenation to Text
- Hiding Text
- Inserting a Drop Cap
- Understanding Returns
- Inserting Hard and Soft Returns
- Removing Returns
- Revealing Formatting
- Practice Exercise
- Practice Exercise Sample

### Themes

- Understanding Themes
- Applying a Theme
- Modifying Theme Colours
- Modifying Theme Fonts
- Creating a Custom Theme
- Applying a Theme to a Template
- Resetting a Theme
- Practice Exercise
- Practice Exercise Sample

### Styles

- Understanding Styles
- Applying Paragraph Styles

- Applying Character Styles
- Creating a Quick Style
- Creating a Paragraph Style
- Creating a Character Style
- Applying Custom Styles
- Practice Exercise
- Practice Exercise Sample

### Templates

- Understanding Templates
- Using a Sample Template
- Downloading an Online Template
- Creating a Template
- Modifying a Template
- Using a Custom Template
- Attaching a Template to a Document
- Copying Styles Between Templates
- Creating a Template From a Template
- Tips for Developing Templates
- 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

### Table Features

- 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

### Page Techniques

- Setting Custom Margins
- Changing Page Orientation
- Changing Paper Sizing
- Setting Custom Paper Sizes
- Inserting Page Breaks
- Removing Page Breaks
- Inserting Page Numbers
- Formatting Page Numbers
- Removing Page Numbers
- Practice Exercise
- Practice Exercise Sample
- Inserting a Cover Page
- Inserting a Blank Cover Page
- Inserting a Watermark
- Creating a Watermark
- Removing a Watermark
- Applying Page Colours
- Applying a Page Border
- Applying Lines to a Page
- Practice Exercise
- Practice Exercise Sample

### Headers and Footers

- 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
- Inserting Headers and Footers
- Inserting a Blank Header
- Inserting a Blank Footer
- Switching Between Headers and Footers
- Editing Headers and Footers
- Inserting Page Numbering
- Inserting Date Information



47 Greenaway Street  
Bulleen VIC 3105  
Australia  
ABN 64 060 335 748

Phone: (+61) 3 9851 4000  
Fax: (+61) 3 9851 4001  
[info@watsoniapublishing.com](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)

## Product Information



# BSBITU404 Produce Complex Desktop Published Documents

Microsoft Word 2013



INFOCUS COURSEWARE

Product Code: INF1173

ISBN: 978-1-925349-63-4

Inserting Document Properties  
Formatting Header and Footer Text  
Practice Exercise  
Practice Exercise Sample

## Pictures

Understanding Pictures  
Inserting a Picture  
Inserting an Online Picture  
Resizing a Picture  
Changing the Picture  
Cropping a Picture  
Practice Exercise  
Practice Exercise Sample  
Understanding Picture  
Enhancements  
Removing a Picture Background  
Correcting Pictures  
Colouring Pictures  
Applying Artistic Effects  
Applying Shadows and Reflections  
Applying a Glow Effect  
Softening and Bevelled Edges  
Applying Picture Styles to Images  
Repositioning Pictures  
The Format Picture Pane  
Cropping Pictures Accurately  
Changing the Picture Layout  
Practice Exercise  
Practice Exercise Sample

## Illustrations

Understanding Clip Art and Pictures  
Inserting Clip Art  
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  
Indenting Text  
Changing the SmartArt Style  
Changing SmartArt Colours  
Changing a SmartArt Layout  
Adding More Shapes to SmartArt

Resizing SmartArt  
Practice Exercise  
Practice Exercise Sample

## Text Boxes

Understanding Text Boxes  
Inserting a Preformatted Text Box  
Typing Text Into a Text Box  
Positioning a Text Box  
Resizing a Text Box  
Deleting a Text Box  
Drawing a Text Box  
Formatting a Text Box  
Practice Exercise  
Practice Exercise Sample  
Linking Text Boxes  
Modifying Text Box Margins  
Changing Text Direction  
Applying Effects to Text Boxes  
Practice Exercise  
Practice Exercise Sample

## WordArt

Understanding WordArt  
Applying WordArt  
Positioning WordArt  
Editing WordArt Text  
Formatting WordArt Text  
Applying Text Effects  
Deleting WordArt  
Practice Exercise  
Practice Exercise Sample

## Captions

Understanding Captions  
Inserting a Caption for a Table  
Inserting a Caption for an Image  
Applying Automatic Captions  
Inserting a Table of Figures  
Changing the Caption Labels  
Updating Caption Numbering  
Practice Exercise  
Practice Exercise Sample

## Table of Contents

Understanding Tables of Contents  
Inserting a Table of Contents  
Navigating With a Table of Contents  
Updating Page Numbers  
Updating a Table of Contents  
Customising a Table of Contents  
Formatting a Table of Contents

Practice Exercise  
Practice Exercise Sample

## Indexing

Understanding Indexing  
Marking Index Entries  
Creating an AutoMark File  
Marking Index Entries With an AutoMark File  
Removing Marked Entries  
Generating an Index  
Modifying the Index Format  
Updating an Index  
Practice Exercise  
Practice Exercise Sample

## Building Blocks

Understanding Building Blocks  
AutoText Versus Quick Parts  
Inserting a Building Block  
Creating Quick Parts  
Saving Building Blocks  
Inserting Quick Parts  
Editing Building Blocks  
Deleting Building Blocks  
Practice Exercise  
Practice Exercise Data

## Document Proofing Features

Understanding Spelling and Grammar  
Correcting Spelling Errors  
Correcting Contextual Errors  
Correcting Grammatical Errors  
Performing a Spelling and Grammar Check  
Practice Exercise  
Practice Exercise Sample  
Proofreading Your Document  
Using Proofreading Marks  
Disabling the Spelling and Grammar Checker  
Customising the Spelling Checker  
Customising the Grammar Checker  
Using the Thesaurus  
Setting a Different Proofing Language  
Translating Selected Text  
Setting the Default Language  
Practice Exercise  
Practice Exercise Data



47 Greenaway Street  
Bulleen VIC 3105  
Australia  
ABN 64 060 335 748

Phone: (+61) 3 9851 4000  
Fax: (+61) 3 9851 4001  
[info@watsoniapublishing.com](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)

Product Information



INFOCUS COURSEWARE

# BSBITU404 Produce Complex Desktop Published Documents

Microsoft Word 2013



Product Code: INF1173

ISBN: 978-1-925349-63-4

## Saving Documents

- Understanding Naming Conventions
- Understanding Version Compatibility
- Saving With a Different File Name
- Saving in a Different Location
- Saving a Document for Version Compatibility
- Understanding PDF Documents
- Saving a Document as a PDF
- Viewing a PDF File in Reader
- Opening and Editing a PDF in Word
- Practice Exercise
- Practice Exercise Sample
- Saving a Document for the Web
- Saving a Document as an XML Document
- Saving a Document With Thumbnail Preview
- Inserting Properties Into a Document
- Practice Exercise
- Practice Exercise Sample

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

## 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

## Product Information



47 Greenaway Street  
Bulleen VIC 3105  
Australia  
ABN 64 060 335 748

Phone: (+61) 3 9851 4000  
Fax: (+61) 3 9851 4001  
[info@watsoniapublishing.com](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)



## Unit Mapping

This unit describes the skills and knowledge required to design and produce complex 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 21: General Computer Operation
1.2	Use energy and resource conservation techniques	Chapter 21: General Computer Operation
1.3	Identify document purpose, audience, presentation and final output requirements, and clarify with relevant personnel as required	Generally assumed throughout - can be tested through practice exercises and integration assignment, Chapter 1: Document Design and Layout
1.4	Identify organisational and task requirements for desktop published documents to ensure consistency of style and image	Generally assumed throughout - can be tested through practice exercises and integration assignment
<b>2</b>	<b>Design desktop published documents</b>	
2.1	Design document to enhance readability and appearance, according to organisational and task requirements	Generally assumed throughout - can be tested through practice exercises and integration assignment
2.2	Determine document type and assess production and design requirements	Generally assumed throughout. Can be tested through practice exercises and integration assignment
2.3	Set up and use master pages, templates and styles to ensure consistency of design and layout	Chapter 3: Themes, Chapter 4: Styles, Chapter 5: Templates, Chapter 6: Master Documents
2.4	Set up colour palettes according to organisational and task requirements	Generally assumed throughout. Can be tested through practice exercises and integration assignment
<b>3</b>	<b>Create desktop published documents</b>	
3.1	Prepare, format and enter required text	Chapter 1: Document Design and Layout, Chapter 2: Formatting Techniques, Chapter 7: Table Features, Chapter 12: Text Boxes, Chapter 13: WordArt, Chapter 17: Building Blocks
3.2	Import text from other applications and resolve any formatting issues	Chapter 20: Importing
3.3	Scan or import graphics from other applications and resolve any formatting issues	Chapter 20: Importing
3.4	Use complex software functions to arrange text and graphics on page, according to organisational and task requirements	Chapter 10: Pictures, Chapter 11: Illustrations, Chapter 12: Text Boxes, Chapter 13: WordArt
<b>4</b>	<b>Finalise desktop published documents</b>	
4.1	Ensure pages and combined graphics and text are composed correctly, to suit organisational and task requirements	Generally assumed throughout - can be tested through practice exercises and integration assignment, Chapter 15: Table of Contents, Chapter 16: Indexing
4.2	Check that numerical sequencing and layout of document is correct, to meet binding and finishing requirements	Chapter 1: Document Design and Layout, Chapter 18: Document Proofing Features
4.3	Incorporate bleed allowance in margins and borders	Chapter 8: Page Techniques
<b>5</b>	<b>Produce desktop published documents</b>	
5.1	Review text for possible errors and omissions, and resolve any issues	Chapter 18: Document Proofing Features
5.2	Produce completed document in line with required final output	Chapter 19: Saving Documents
5.3	Name and store text documents, in accordance with organisational requirements and exit the application without information loss/damage	Chapter 19: Saving Documents
5.4	Prepare text documents within designated timelines and organisational requirements for speed and accuracy	Generally assumed throughout - can be tested through practice exercises and integration assignment, Chapter 1: Document Design and Layout
5.5	Use manuals, user documentation and online help to overcome problems with document design and production	Chapter 21: General Computer Operation

