



INFOCUS COURSEWARE

BSBITU309 Produce Desktop Published Documents

Microsoft Word 2016



Product Code: INF1748

ISBN: 978-1-925526-76-9

❖ 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
- understand and work with the **Navigation** pane
- 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
- use table features to improve the layout and format of tables
- insert and work with pictures in a **Word** document
- enhance and correct pictures
- draw and format shapes
- work extensively with 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
- obtain help for **Word** whenever you need it

❖ Prerequisites

BSBITU309 Produce Desktop Published Documents assumes little or no knowledge of word processing or Microsoft Word 2016. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

260 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



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
www.watsoniapublishing.com

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❖ 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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47 Greenaway Street
Bulleen VIC 3105
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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
- Challenge Exercise
- Challenge Exercise Workspace

Your First 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
- Challenge Exercise
- Challenge Exercise Data

Working With a Document

- The Open Place
- 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
- Challenge Exercise
- Challenge Exercise Sample

Navigation Pane

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- Viewing Heading Levels
- Editing Headings
- Adding Headings

- Moving Headings
- Challenge Exercise
- Challenge Exercise Workspace

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
- Applying Text Effects
- Using the Format Painter
- Using the Font Dialog Box
- Clearing Font Formatting
- Challenge Exercise
- Challenge Exercise Sample

Working With Paragraphs

- Understanding Paragraph Formatting
- Understanding Text Alignment
- Changing Text Alignments
- Changing Line Spacing
- Changing Paragraph Spacing
- Indenting Paragraphs
- Outdenting Paragraphs
- Starting a Bulleted List
- Adding Bullets to Existing Paragraphs
- Removing Existing Bullets
- Starting a Numbered List
- Numbering Existing Paragraphs
- Creating a Multilevel List
- Removing Existing Numbers
- Borders and Shading Dialog Box
- Shading Paragraphs
- Applying Borders to Paragraphs
- The Paragraph Dialog Box Indents and Spacing
- The Paragraph Dialog Box Line and Page Breaks
- Using the Paragraph Dialog Box
- Challenge Exercise

- Challenge Exercise Data

Styles

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- Applying Paragraph Styles
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- Creating a Paragraph Style
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- Challenge Exercise
- Challenge Exercise Sample

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- Changing Page Orientation
- Changing Paper Sizing
- Setting Custom Paper Sizes
- Inserting Page Breaks
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- Formatting Page Numbers
- Removing Page Numbers
- Challenge Exercise
- Challenge Exercise Sample

Tables

- Understanding Tables
- Creating a Table
- Adding Data to a Table
- Selecting in Tables Using the Ribbon
- Selecting in Tables Using the Mouse
- Inserting Columns and Rows
- Deleting Columns and Rows
- Changing Column Widths
- Changing Row Heights
- Autofitting Columns
- Shading Cells
- Modifying Borders
- Adding Custom Borders
- Choosing a Table Style
- Challenge Exercise
- Challenge Exercise Data

Table Features

- Converting a Table to Text
- Aligning Data in Cells
- Inserting Formulas Into a Table
- Updating Formulas in a Table



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Understanding Table Properties
Changing the Direction of Text
Repeating Heading Rows
Challenge Exercise
Challenge Exercise Sample

Pictures

Understanding Pictures
Understanding Online Pictures
Inserting a Picture
Inserting an Online Picture
Selecting Pictures
Positioning Pictures
Applying Text Wrapping Styles
Resizing a Picture
Applying Picture Styles to Pictures
Resetting Pictures
Changing the Picture
Cropping a Picture
Deleting Pictures
Challenge Exercise
Challenge Exercise Sample

Enhancing Pictures

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
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Challenge Exercise
Challenge Exercise Sample

Shapes

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Drawing Shapes
Selecting Shapes
Resizing Shapes
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Aligning Shapes
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Grouping Shapes
Arranging Shapes
Deleting Shapes

Applying a Fill to the Drawing Canvas
Applying Text Wrapping to a Canvas
Challenge Exercise
Challenge Exercise Sample

Enhancing Shapes

Applying Shape Styles
Filling Shapes
Applying a Picture Fill to a Shape
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Changing Shapes
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Applying Shadow Effects
Challenge Exercise
Challenge Exercise Sample

Text Boxes

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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
Challenge Exercise
Challenge Exercise Sample

WordArt

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

SmartArt

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
Challenge Exercise
Challenge 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
Challenge Exercise
Challenge 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
Challenge Exercise
Challenge Exercise Workspace

Getting Help

Understanding How Help Works
Using Tell Me
Accessing the Help Window
Navigating the Help Window
Using Google to Get Help
Printing a Help Topic
Challenge Exercise
Challenge 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
1	Prepare to produce desktop published documents	
1.1	Use safe work practices including addressing ergonomic requirements and using work organisation strategies	Chapter 19: General Computer Operation
1.2	Use energy and resource conservation techniques	Chapter 19: 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
2	Set up desktop published document	
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
3	Create desktop published document	
3.1	Prepare, format and enter required text	Chapter 2: Your First Document, Chapter 5: Text Appearance, Chapter 6: Working With Paragraphs, Chapter 7: Styles
3.2	Import text from other applications and resolve any formatting issues	Chapter 18: Importing
3.3	Scan or import graphics from other applications and resolve any formatting issues	Chapter 11: Pictures, Chapter 12: Enhancing Pictures
3.4	Arrange text and graphics according to organisational and task requirements	Generally assumed throughout, Chapter 1: Document Design and Layout
4	Finalise desktop published document	
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: Your First Document
4.2	Check page order, structure and linkages	Chapter 8: Working With Pages
4.3	Produce completed document in required format	Chapter 2: Your First Document
4.4	Name and store text documents, in accordance with organisational requirements and exit the application without information loss/damage	Chapter 2: Your First Document, Chapter 19: 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 20: Getting Help



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