



INFocus COURSEWARE

BSBITU309 Produce Desktop Published Documents

Microsoft Publisher 2016



Product Code: INF1749

ISBN: 978-1-925526-24-0

❖ 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
- work safely with your computer, consider your impact on the environment and manage files and folders efficiently
- find the information you need in **Help**

❖ Prerequisites

BSBITU309 Produce Desktop Published Documents assumes some knowledge of Microsoft Publisher 2016, as well as a general understanding of personal computers and the Windows operating system.

❖ Topic Sheets

184 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

Getting Started With Publisher

- Understanding Publisher 2016
- Starting Publisher in Windows 10
- Understanding the Start Screen
- Creating a New Blank Publication
- The Publisher 2016 Screen
- How Publisher 2016 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
- Challenge Exercise
- Challenge 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
- Challenge Exercise
- Challenge 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

- Challenge Exercise
- Challenge 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
- Challenge Exercise
- Challenge 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
- Challenge Exercise
- Challenge Exercise Sample

Building Blocks

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

Master Pages

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



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Creating Additional Master Pages
Using Multiple Master Pages
Challenge Exercise
Challenge Exercise Workspace

Using Google to Get Help
Challenge Exercise
Challenge Exercise Sample

Mail Merge

Creating a Data Source
Creating a Mail Merge Publication
Showing Merge Results
Sorting a Merge
Filtering Data
Merge Printing
Clearing a Filter
Challenge Exercise
Challenge 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
Challenge Exercise
Challenge 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
Challenge Exercise
Challenge Exercise Workspace

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
Accessing the Help Window
Navigating the Help Window



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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 15: General Computer Operation
1.2	Use energy and resource conservation techniques	Chapter 15: 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, Chapter 2: Your First Publication, Chapter 3: Working With a Publication
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: Getting Started With Publisher, 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
3	Create desktop published document	
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
4	Finalise desktop published document	
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 15: 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 16: Getting Help



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