



INFocus COURSEWARE

# BSBITU211 Produce Digital Text Documents

Microsoft Word 2016



Product Code: INF1841

ISBN: 978-1-925526-16-5

## ❖ General Description

This publication has been mapped to the **BSBITU211 - Produce Digital Text Documents** competency. It applies to individuals who perform a range of mainly routine tasks and generally work under direct supervision using limited practical skills and fundamental knowledge.

## ❖ Learning Outcomes

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

- work with the basic features of **Word**
- create a new document
- work with a document
- save various kinds of documents
- select and work with text in a document
- cut and copy information within and between documents
- use a range of font formatting techniques
- format paragraphs
- work effectively with features that affect the page layout of your document
- create and format columns
- work with tabs
- create and modify tables
- use the **Mail Merge Wizard** to perform mail merges
- print a document
- create and understand letters
- modify **Word** options
- 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

BSBITU211 Produce Digital Text 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

220 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).



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)  
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## 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)  
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## Contents

### Getting Started With Word

- Understanding Word Processing
- Types of Word Processed Documents
- Choosing Word Processing Software
- Starting Word From the Desktop
- Understanding the Start Screen
- Creating a New Blank Document
- The Word Screen
- How Microsoft Word 2016 Works
- Using the Ribbon
- Understanding the Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Understanding the Quick Access Toolbar
- Understanding the Status Bar
- Exiting Safely From Word
- Challenge Exercise
- Challenge Exercise Workspace

### Your First Document

- Creating Documents in Word
- 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

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- Opening an Existing Document
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- Page Zooming
- Viewing the Ruler
- Showing Paragraph Marks
- Challenge Exercise
- Challenge Exercise Sample

### Saving Documents

- Understanding the Windows Filing Structure
- Understanding Naming Conventions
- Understanding Version Compatibility
- Saving With a Different File Name
- Saving in a Different Location
- Challenge Exercise
- Challenge Exercise Workspace

### Working With Text

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- Selecting Text Using the Mouse
- Selecting Text Using the Keyboard
- Editing Text in Insert Mode
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- Inserting Symbols and Special Characters
- Understanding Find and Replace
- Finding Words
- Replacing Words
- Performing Advanced Searches
- Challenge Exercise
- Challenge Exercise Sample

### Cutting and Copying

- Understanding Cutting and Copying
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- Using the Clipboard Task Pane
- Challenge Exercise
- Challenge Exercise Sample

### Text Appearance

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- Understanding Font Formatting Tools
- Working With Live Preview
- Changing Fonts
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- Making Text Bold
- Italicising Text
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- Subscripting Text
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- Applying Borders to Paragraphs
- Challenge Exercise
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### Working With Pages

- Changing Page Margins
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- Changing Paper Sizing
- Inserting Page Breaks
- Understanding Headers and Footers
- Inserting Headers and Footers
- Inserting a Blank Header
- Inserting a Blank Footer
- Switching Between Headers and Footers
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- Inserting Page Numbers
- Formatting Page Numbers
- Challenge Exercise
- Challenge Exercise Sample

### Columns

- Understanding Columns
- Creating Columns of Text
- Specifying Column Widths and Spacing
- Inserting Column Breaks



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Challenge Exercise  
Challenge Exercise Sample

## Tabs

Using Default Tabs  
Setting Tabs on the Ruler  
Modifying Tabs on the Ruler  
Setting Tabs in the Tabs Dialog Box  
Removing Tabs  
Challenge Exercise  
Challenge Exercise Data

## Tables

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Selecting in Tables Using the Ribbon  
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Inserting Columns and Rows  
Deleting Columns and Rows  
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Autofitting Columns  
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Challenge Exercise  
Challenge Exercise Data

## Performing a Mail Merge

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Challenge Exercise Data

## Printing Your Documents

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Quick Printing  
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Specifying a Range of Pages  
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Challenge Exercise  
Challenge Exercise Sample

## Creating Letters

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Typing the Letter  
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Customising the Layout  
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Challenge Exercise  
Challenge Exercise Data

## Setting Word Options

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Setting Display Options  
Understanding File Locations  
Setting File Locations  
Understanding Save Options  
Setting Save Options  
Challenge Exercise  
Challenge Exercise Sample

## General Computer Operation

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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 develop basic keyboard skills using touch typing techniques in a broad range of settings.

	Performance Criteria	Location
<b>1</b>	<b>Prepare to produce documents</b>	
1.1	Adjust workspace, furniture, and equipment to suit ergonomic environments	Chapter 17: General Computer Operation
1.2	Ensure workspace meets organisational work health and safety requirements for digital device operation, taking into account the type of device to be used	Chapter 17: General Computer Operation
1.3	Identify document purpose, audience and presentation requirements, and clarify with relevant personnel as required	Generally assumed throughout, Chapter 1: Getting Started With Word
1.4	Identify organisational and task requirements for document layout and design	Generally assumed throughout, Chapter 1: Getting Started With Word
1.5	Select most appropriate word processing application to produce document, in accordance with available resources and organisational policies	Chapter 1: Getting Started With Word
<b>2</b>	<b>Produce documents digitally</b>	
2.1	Format document using appropriate application functions to adjust layout to meet information requirements, in accordance with organisational style and presentation requirements	Chapter 5: Working With Text, Chapter 6: Cutting and Copying, Chapter 7: Text Appearance, Chapter 8: Working With Paragraphs, Chapter 9: Working With Pages, Chapter 10: Columns, Chapter 11: Tabs, Chapter 12: Tables, Chapter 13: Performing a Mail Merge
2.2	Use application features to identify and manipulate display options and controls	Chapter 3: Working With a Document, Chapter 16: Setting Word Options
2.3	Use relevant help functions to overcome simple issues relating to document presentation and production	Chapter 18: Getting Help
<b>3</b>	<b>Finalise and present documents</b>	
3.1	Review and edit final document, and prepare for delivery in accordance with organisational and task requirements	Chapter 2: Your First Document, Chapter 14: Printing Your Documents
3.2	Deliver document to relevant audience within designated timelines and in accordance with organisational requirements	Generally assumed throughout, Chapter 2: Your First Document
3.3	Name and store document in accordance with organisational requirements and exit application without information loss	Chapter 1: Getting Started With Word, Chapter 2: Your First Document, Chapter 3: Working With a Document, Chapter 4: Saving Documents, Chapter 17: General Computer Operation



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