



BSBITU309A Produce Desktop Published Documents

Microsoft Word 2010



INFOCUS COURSEWARE

Curriculum Series 3A

Order Code: INF853

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❖ General Description

The skills and knowledge acquired in this course are sufficient to be able to design and produce desktop published documents using **Microsoft Word 2010**.

❖ Learning Outcomes

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

- understand the various aspects of document design and layout
- create a new document
- work with a document
- 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
- insert and work with pictures in a **Word** document
- insert and work with clip art
- draw and format shapes
- insert and work with text boxes
- insert and work with **WordArt** and text effects
- 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.

❖ Target Audience

This course applies to individuals who work in a range of environments and require skills in desktop publishing. They may work as individuals providing administrative support within an enterprise, or may be technical or knowledge experts responsible for the production of their own documents.

❖ Prerequisites

This courseware assumes little or no knowledge of Microsoft Word. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Pages

280 pages

❖ Student Files

Many of the topics in this course require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is **INF853**.

❖ Includes

This *Unit Workbook* includes:

- ✓ Competency unit mapping,
- ✓ Complete and comprehensive learning resources,
- ✓ Work-related practice exercises designed to allow the student to develop and practice skills and knowledge and to work within designated timeframes,
- ✓ Comprehensive integrated assessment assignment.

❖ Additional Teaching Resources

A *Teacher Resource CD* is available for this workbook (sold separately) which includes a comprehensive test bank, solutions to all practice exercises and assessment activities, more detailed unit mapping documents, learning and assessment plans, additional assessment activities, and a teacher's handbook.

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Product Information



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