



BSBITU401A Design and Develop Complex Text Documents

Microsoft Word 2010



INFOCUS COURSEWARE

Curriculum Series 3A

Order Code: INF854

ISBN: 978-1-925349-40-5

❖ General Description

The skills and knowledge acquired in in this course are sufficient to create complex and technical text documents.

❖ Learning Outcomes

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

- understand and use a number of **Word's** specialist document design tools
- use table features to improve the layout and format of tables
- learn how to work with section breaks
- use the new drawing and illustrating tools in **Word 2010**
- insert content from other sources
- create and work with master documents
- work with and manage longer documents
- customise mail merges
- work with many of the printing features available in **Word**
- understand, insert and work with fields in a document
- create and work with electronic forms in **Word**
- create and work with macros
- work safely with your computer, consider your impact on the environment and manage files and folders efficiently.

❖ Target Audience

This courseware has been mapped to the **BSBITU401A - Design and Develop Complex Text Documents** competency and is designed to act as a learning guide covering the technical aspects of competency. It is primarily designed for people who need to know how to use Microsoft Word to design and develop more complex documents such as newsletters, flyers, reports, manuals, books, and the like. It is ideal for people who work in offices, for clubs or charities where there is a requirement to produce more elaborate text documents.

❖ Prerequisites

This course assumes a general introductory knowledge of Microsoft Word. Participants must be able to create simple documents in Microsoft Word and should have a general understanding of personal computers and the Windows operating system environment.

❖ Pages

280 pages

❖ Student Files

Many of the topics in **BSBITU401A - Design and Develop Complex Text Documents** 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 **INF854**.

❖ 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.

❖ Formats Available

- ❖ A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic licence
- ❖ Available also as a *Reference Booklet* (Product Code: **RB - INF854**)

❖ 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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- ✓ Applying A Theme
- ✓ Modifying Theme Colours
- ✓ Modifying Theme Fonts
- ✓ Understanding Styles
- ✓ Applying Paragraph Styles
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- ✓ Creating A Character Style
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- ✓ Practice Exercise

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➤ Drawing And Illustrating

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➤ Mail Merge Techniques

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- ✓ Creating A Recipient List
- ✓ Customising The Columns
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- ✓ Deleting Records
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➤ Printing Features

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- ✓ Reducing Paper Wastage
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- ✓ Browsing For Help
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- ✓ Using The Table Of Contents
- ✓ Searching Using Keywords
- ✓ Dialog Box Help
- ✓ Other Sources Of Help
- ✓ Practice Exercise

➤ Integrated Assignment

➤ Concluding Remarks



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