



INFOCUS COURSEWARE

# BSBITU201A Produce Simple Word Processed Documents

Microsoft Word 2013



Product Code: INF930

ISBN: 978-1-925179-57-6

## ❖ General Description

This publication has been mapped to the **BSBITU201A - Produce Simple Word Processed Documents** competency. It is ideal for people who work in offices, for clubs or charities where there is a requirement to produce correspondence, reports, memos, faxes, and the like.

## ❖ 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
- select and work with text in a document
- use a range of font formatting techniques
- format paragraphs
- work effectively with features that affect the page layout of your document
- create and modify tabs and tables
- use the **Mail Merge Wizard** to perform mail merges
- print a document
- create and print letters, envelopes and labels
- modify **Word** options
- work safely with your computer, consider your impact on the environment and manage files and folders efficiently

## ❖ Prerequisites

BSBITU201A Produce Simple Word Processed Documents assumes little or no knowledge of word processing or Microsoft Word 2013. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

## ❖ Topic Sheets

215 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).

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## Tabs and Tables

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## Unit Mapping

This unit describes the performance outcomes, skills and knowledge required to correctly operate word processing applications in the production of workplace documents.

	Performance Criteria	Location
<b>1</b>	<b>Prepare to produce documents</b>	
1.1	Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are addressed	Chapter 13: General Computer Operation
1.2	Identify document purpose, audience and presentation requirements, and clarify with relevant personnel as required	Chapter 1: Getting Started With Word 2013
1.3	Identify organisational and task requirements for document layout and design	Generally assumed throughout
<b>2</b>	<b>Produce documents</b>	
2.1	Format document using appropriate software functions to adjust page layout to meet information requirements, in accordance with organisational style and presentation requirements	Chapter 4: Working With Text, Chapter 5: Text Appearance, Chapter 6: Working With Paragraphs, Chapter 7: Working With Pages, Chapter 8: Tabs and Tables, Chapter 9: Performing a Mail Merge
2.2	Use system features to identify and manipulate screen display options and controls	Chapter 3: Working With a Document, Chapter 12: Setting Word Options
2.3	Use manuals, user documentation and online help to overcome problems with document presentation and production	Chapter 13: General Computer Operation
<b>3</b>	<b>Finalise documents</b>	
3.1	Ensure final document is previewed, checked, adjusted and printed in accordance with organisational and task requirements	Chapter 2: Your First Document, Chapter 10: Printing Your Documents
3.2	Ensure document is prepared within designated timelines and 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/damage	Chapter 1: Getting Started With Word 2013, Chapter 2: Your First Document, Chapter 3: Working With a Document, Chapter 13: General Computer Operation



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