



INFOCUS COURSEWARE

BSBITU303A Design And Produce Text Documents

Microsoft Word 2013



Product Code: INF931

ISBN: 978-1-925121-01-8

❖ General Description

This publication has been mapped to the **BSBITU303A - Design And Produce Text Documents** competency. It is ideal for people who work in offices, for clubs or charities where there is a requirement to produce more complex documents such as flyers, longer documents and reports, merged letters, documents with a high graphical content, and the like.

❖ Learning Outcomes

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

- understand how to establish and work with document standards and document properties
- save documents in a variety of formats, locations and with different names
- work with multiple documents
- use formatting techniques to position text and paragraphs
- define and modify lists
- work with templates and styles
- apply various page layout techniques
- create and modify tables
- perform a mail merge from scratch
- use **AutoCorrect** to automatically correct words and phrases
- check the spelling and grammar of a document
- create and use building blocks
- insert content from other sources
- insert and work with text boxes
- insert and work with clip art and pictures
- print a document
- work safely with your computer, consider your impact on the environment and manage files and folders efficiently

❖ Prerequisites

BSBITU303A Design And Produce Text 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

251 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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Document Standards

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Converting a Table to Text
Practice Exercise
Practice Exercise Data

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Practice Exercise
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Unit Mapping

This unit describes the performance outcomes, skills and knowledge required to design and develop predominantly text based documents using advanced features of word processing software.

	Performance Criteria	Location
1	Prepare to produce word processed documents	
1.1	Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are addressed	Chapter 17: General Computer Operation
1.2	Identify document purpose, audience and presentation requirements, and clarify with relevant personnel as required	Chapter 1: Document Standards
1.3	Identify organisational and task requirements for text-based business documents to ensure consistency of style and image	Chapter 1: Document Standards
2	Design word processed documents	
2.1	Design document structure and layout to suit purpose, audience and information requirements of task	Chapter 6: Templates and Styles, Chapter 7: Page Techniques, Chapter 9: Merging From Scratch
2.2	Design document to enhance readability and appearance, and to meet organisational and task requirements for style and layout	Chapter 4: Formatting Techniques, Chapter 5: Lists, Chapter 7: Page Techniques
2.3	Use style sheets and automatic functions to ensure consistency of design and layout	Chapter 6: Templates and Styles, Chapter 9: Merging From Scratch, Chapter 10: AutoCorrect, Chapter 11: Spelling and Grammar, Chapter 12: Building Blocks
3	Add tables and other data	
3.1	Insert a standard table into a document, changing cells to meet information requirements	Chapter 8: Tables
3.2	Insert and delete columns and rows as necessary	Chapter 8: Tables
3.3	Insert images and other data to meet required specifications	Chapter 14: Text Boxes, Chapter 15: Clip Art and Pictures
4	Produce text documents	
4.1	Use advanced software functions to enable efficient production of documents	Chapter 6: Templates and Styles, Chapter 9: Merging From Scratch, Chapter 10: AutoCorrect, Chapter 12: Building Blocks
4.2	Enter or import, and edit text and other data to meet required specifications	Chapter 13: Importing
4.3	Preview, adjust and print documents in accordance with organisational and task requirements	Chapter 16: Printing Your Documents
4.4	Name and store text documents, in accordance with organisational requirements and exit application without information loss/damage	Chapter 1: Document Standards, Chapter 2: Saving Documents
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 17: General Computer Operation

