



INFocus COURSEWARE

BSBITU309A Produce Desktop Published Documents

Microsoft Word 2013



Product Code: INF933

ISBN: 978-1-925179-60-6

❖ General Description

This publication has been mapped to the **BSBITU309A - Produce Desktop Published Documents** competency. It 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.

❖ Learning Outcomes

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

- create high quality designs and layouts
- 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 and pictures
- draw and format shapes
- insert and work with text boxes
- insert and work with **WordArt**
- 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

❖ Prerequisites

BSBITU309A Produce Desktop Published 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

259 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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Product Information



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Contents

Document Design and Layout

- Types of Business Documents
- Meeting Organisational Requirements
- The Four Pillars of Great Design
- Perfect Page Layouts
- Make It Readable
- Pictures Tell a Story
- The Tips and Traps of Writing
- Practice Exercise
- Practice Exercise Workspace

Creating a New Document

- Creating Documents in Word
- Creating a New Blank Document
- 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
- Practice Exercise
- Practice Exercise Data

Working With a Document

- The Open Place
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- Opening an Existing Document
- Navigating With the Keyboard
- Scrolling Through a Document
- Page Zooming
- Viewing the Ruler
- Showing Paragraph Marks
- Counting Words
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- Practice Exercise Sample
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- Viewing Heading Levels
- Editing Headings
- Adding Headings
- Moving Headings
- Practice Exercise Workspace

Practice Exercise

Text Appearance

- Working With Live Preview
- Changing Fonts
- Changing Font Size
- Increasing and Decreasing Font Size
- Making Text Bold
- Italicising Text
- Underlining Text
- Applying Strikethrough
- Subscripting Text
- Superscripting Text
- Highlighting Text
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- Using the Font Dialog Box
- Clearing Font Formatting
- Practice Exercise
- Practice Exercise Sample

Working With Paragraphs

- Understanding Paragraph Formatting
- Understanding Text Alignment
- Changing Text Alignments
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- Starting a Bulleted List
- Adding Bullets to Existing Paragraphs
- Removing Existing Bullets
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- Shading Paragraphs
- Applying Borders to Paragraphs
- The Paragraph Dialog Box Indents and Spacing
- The Paragraph Dialog Box Line and Page Breaks
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- Practice Exercise
- Practice Exercise Data

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- Creating a Paragraph Style
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- Practice Exercise
- Practice Exercise Sample

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- Adding Data to a Table
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- Choosing a Table Style
- Practice Exercise
- Practice Exercise Data
- Converting a Table to Text
- Aligning Data in Cells
- Inserting Formulas Into a Table
- Updating Formulas in a Table
- Understanding Table Properties
- Changing the Direction of Text



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Repeating Heading Rows
Practice Exercise
Practice Exercise Sample

Pictures

Understanding Pictures
Inserting a Picture
Inserting an Online Picture
Resizing a Picture
Changing the Picture
Cropping a Picture
Practice Exercise
Practice Exercise Sample
Understanding Picture Enhancements
Removing a Picture Background
Correcting Pictures
Colouring Pictures
Applying Artistic Effects
Applying Shadows and Reflections
Applying a Glow Effect
Softening and Bevelled Edges
Applying Picture Styles to Images
Repositioning Pictures
The Format Picture Pane
Cropping Pictures Accurately
Changing the Picture Layout
Practice Exercise
Practice Exercise Sample

Clip Art and Pictures

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Shapes

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Practice Exercise Sample
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Text Boxes

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Inserting a Preformatted Text Box
Typing Text Into a Text Box
Positioning a Text Box
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Practice Exercise
Practice Exercise Sample

WordArt

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Applying WordArt
Positioning WordArt
Editing WordArt Text
Formatting WordArt Text
Applying Text Effects
Deleting WordArt
Practice Exercise
Practice Exercise Sample

SmartArt

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Changing SmartArt Colours
Changing a SmartArt Layout
Adding More Shapes to SmartArt
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Practice Exercise Sample

Importing

Understanding Importing
Importing Text
Importing Excel Data
Importing and Linking Excel Data
Importing and Embedding Excel Data
Modifying Embedded Excel Data
Inserting a Hyperlink to External Data
Understanding Hyperlinking Options
Using Hyperlinks
Practice Exercise
Practice Exercise Sample

General Computer Operation

Risks and Hazards in the Office
Setting Up an Ergonomic Workstation
Breaks and Exercises
Reducing Paper Wastage
Environmentally Friendly Computing
Backup Procedures
Practice Exercise
Practice Exercise Workspace
Understanding How Help Works
Accessing the Help Window
Navigating the Help Window
Using the Office Website
Googling Help
Printing a Help Topic
Practice Exercise
Practice Exercise Sample



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Unit Mapping

This unit describes the performance outcomes, skills and knowledge required to design and produce desktop published documents.

	Performance Criteria	Location
1	Prepare to produce desktop published documents	
1.1	Use safe work practices including addressing ergonomic requirements and using work organisation strategies	Chapter 16: General Computer Operation
1.2	Use energy and resource conservation techniques	Chapter 16: General Computer Operation
1.3	Identify document purpose, audience and presentation requirements, and clarify with relevant personnel as required	Chapter 1: Document Design and Layout
1.4	Identify organisational and task requirements for desktop published business documents to ensure consistency of style and image	Chapter 1: Document Design and Layout
2	Set up desktop published document	
2.1	Design content structure and layout to ensure information and graphics are arranged according to related topics and logical sequences	Chapter 1: Document Design and Layout
2.2	Select appropriate formatting and create templates or master pages to ensure consistency of design and layout	Chapter 1: Document Design and Layout
2.3	Confirm layout with appropriate person	Generally assumed throughout - can be tested using practice exercises and integration assignment
3	Create desktop published document	
3.1	Prepare, format and enter required text	Chapter 2: Creating A New Document, Chapter 4: Text Appearance, Chapter 5: Working With Paragraphs, Chapter 6: Styles
3.2	Import text from other applications and resolve any formatting issues	Chapter 15: Importing
3.3	Scan or import graphics from other applications and resolve any formatting issues	Chapter 9: Pictures, Chapter 10: Clip Art and Pictures
3.4	Arrange text and graphics according to organisational and task requirements	Generally assumed throughout, Chapter 1: Document Design and Layout
4	Finalise desktop published document	
4.1	Review text for possible errors and omissions, and resolve any issues	Generally assumed throughout - can be tested using practice exercises and integration assignment, Chapter 1: Document Design and Layout, Chapter 2: Creating A New Document
4.2	Check page order, structure and linkages	Chapter 7: Working With Pages
4.3	Produce completed document in required format	Chapter 2: Creating A New Document
4.4	Name and store text documents, in accordance with organisational requirements and exit the application without information loss/damage	Chapter 2: Creating A New Document, Chapter 16: General Computer Operation
4.5	Prepare text documents within designated timelines and organisational requirements for speed and accuracy	Generally assumed throughout - can be tested using practice exercises and integration assignment
4.6	Use manuals, user documentation and online help to overcome problems with document design and production	Chapter 16: General Computer Operation



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