This publication has been mapped to the BSBADM506B - Manage Business Document Design And Development competency. It applies to individuals employed in a range of work environments who require well-developed skills in the use of Microsoft Word.

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

- understand how to establish and work with document standards and document properties
- work with multiple documents
- create and use templates
- create and use building blocks
- use table features to improve the layout and format of tables
- customise mail merges
- use a range of document proofing features
- understand and use the tracking feature in Word
- create and work with electronic forms in Word
- create and work with macros

BSBADM506B Manage Business Document Design And Development assumes a good working understanding of Microsoft Word 2013. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

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189 topics

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.

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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.

This information sheet was produced on Monday, April 27, 2015 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.
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Product Information

BSBADM506B Manage Business Document Design And Development
Microsoft Word 2013

InFOCUS COURSEWARE

Product Code: INF935
ISBN: 978-1-925121-05-6
BSBADM506B Manage Business Document Design And Development
Microsoft Word 2013


Understanding AutoFormat
Using AutoFormat
Using AutoFormat as You Type
Practice Exercise
Practice Exercise Sample

Tracking Changes
Highlighting Text
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Working With Comments
Practice Exercise
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Enabling and Disabling Tracked Changes
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**Unit Mapping**

This unit describes the performance outcomes, skills and knowledge required to establish standards for the design and production of organisational documents and to manage document design and production processes to ensure agreed standards are met.

<table>
<thead>
<tr>
<th>Performance Criteria</th>
<th>Location</th>
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<td>Establish documentation standards</td>
<td>Chapter 1: Document Standards</td>
</tr>
<tr>
<td>1.1 Identify organisational requirements for information entry, storage, output, and quality of document design and production</td>
<td>Chapter 1: Document Standards</td>
</tr>
<tr>
<td>1.2 Evaluate organisation’s present and future information technology capability in terms of its effect on document design and production</td>
<td>Generally assumed throughout</td>
</tr>
<tr>
<td>1.3 Identify types of documents used and required by the organisation</td>
<td>Chapter 1: Document Standards</td>
</tr>
<tr>
<td>1.4 Establish documentation standards and design tasks for organisational documents in accordance with information, budget and technology requirements</td>
<td>Chapter 1: Document Standards</td>
</tr>
<tr>
<td>Manage template design and development</td>
<td>Chapter 3: Templates</td>
</tr>
<tr>
<td>2.1 Ensure standard formats and templates suit the purpose, audience and information requirements of each document</td>
<td>Chapter 3: Templates</td>
</tr>
<tr>
<td>2.2 Ensure document templates enhance readability and appearance, and meet organisational requirements for style and layout</td>
<td>Chapter 3: Templates</td>
</tr>
<tr>
<td>2.3 Test templates, obtain organisational and user feedback, and make amendments as necessary to ensure maximum efficiency and quality of presentation</td>
<td>Chapter 3: Templates</td>
</tr>
<tr>
<td>Develop standard text for documents</td>
<td>Chapter 4: Building Blocks</td>
</tr>
<tr>
<td>3.1 Evaluate complex technical functions of software for their usefulness in automating aspects of standard document production</td>
<td>Chapter 5: Table Features, Chapter 6: Mail Merge Techniques, Chapter 7: Fields, Chapter 10: Electronic Forms</td>
</tr>
<tr>
<td>3.2 Match requirements of each document with software functions to allow efficient production of documents</td>
<td>Chapter 5: Table Features, Chapter 6: Mail Merge Techniques, Chapter 7: Fields, Chapter 10: Electronic Forms</td>
</tr>
<tr>
<td>3.3 Test macros to ensure they meet the requirements of each document in accordance with documentation standards</td>
<td>Chapter 11: Macros</td>
</tr>
<tr>
<td>Develop and implement strategies to ensure the use of standard documentation</td>
<td>Chapter 1: Document Standards, Chapter 3: Templates, Chapter 11: Macros</td>
</tr>
<tr>
<td>4.1 Prepare explanatory notes for the use of standard templates and macros using content, format and language style to suit existing and future users</td>
<td>Chapter 1: Document Standards, Chapter 3: Templates, Chapter 11: Macros</td>
</tr>
<tr>
<td>4.2 Develop and implement training on the use of standard templates and macros and adjust the content and level of detail to suit user needs</td>
<td>Chapter 3: Templates, Chapter 11: Macros</td>
</tr>
<tr>
<td>4.3 Produce, circulate, name and store master files and print copies of templates and macros in accordance with organisational requirements</td>
<td>Chapter 1: Document Standards</td>
</tr>
<tr>
<td>Develop and implement strategies for maintenance and continuous improvement of standard documentation</td>
<td>Chapter 1: Document Standards, Chapter 2: Multiple Documents</td>
</tr>
<tr>
<td>5.1 Monitor use of standard documentation templates and macros, and evaluate the quality of documents produced against documentation standards</td>
<td>Chapter 1: Document Standards, Chapter 2: Multiple Documents</td>
</tr>
<tr>
<td>5.2 Review documentation standards against the changing needs of the organisation, and plan and implement improvements in accordance with organisational procedures</td>
<td>Chapter 1: Document Standards</td>
</tr>
</tbody>
</table>