

Mapping to Unit BSBITU201A

Produce simple wordprocessed documents with Word

This unit describes the performance outcomes, skills and knowledge required to correctly operate word processing applications in the production of workplace documents. The following table maps elements to the manual from Microstar Publishing titled **BSBITU201A Produce simple wordprocessed documents with Word**. Some of the elements to do with safe work practices, conservation, using online help, disk and file management and are similar to elements in other units and are addressed in the material **eCompanion** where indicated. Manual content is designed to satisfy each elements performance criteria in keeping with the associated range statement.

Element and Performance Criteria		Reference
1. Prepare to produce documents		
1.1	Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are addressed.	eCompanion
1.2	Identify document purpose, audience and presentation requirements and clarify with relevant personnel as required	Ch 1 Creation Ch 8 Document Layout Ch 9 Mail Merge
1.3	Identify organisational and task requirements for layout design.	Ch 1 Creation Ch 8 Document Layout
2. Produce documents		
2.1	<i>Format</i> document using appropriate <i>software functions</i> to adjust page layout to meet information requirements, in accordance with organisational style and presentation requirements.	Ch 2 Formatting Ch 3 Page Format Ch 6 Display Ch 7 Tables Ch 8 Document Layout Ch 9 Mail Merge
2.2	Use system features to identify and manipulate screen display options and controls	Ch 1 Creation
2.3	Use manuals, user documentation and online help to overcome problems with document presentation and production.	eCompanion All chapters contribute
3. Finalise documents		
3.1	Ensure final document is previewed, checked, adjusted and printed in accordance with organisational and task requirements.	Ch 4 Word Tools Ch 5 Printing Ch 8 Document layout
3.2	Ensure document is prepared within designated timelines and organisational requirements.	Ch 4 Word Tools
3.3	Name and store document in accordance with organisational requirements and exit application without information loss/damage.	Ch 1 Creation Ch 8 Document Layout eCompanion

BSBITU201A Produce simple wordprocessed documents

Chapter 1 The Microsoft Word Workplace

The Microsoft Word 2013 workplace; The Work Area and Scroll Bars; Creating a Document; Choose a Style; Save, close and open files; Work with multiple files; Move around the screen; Document views; The Zoom button; Edit a document, undo ,redo buttons.

Chapter 2 Enter and format text

Format text; fonts, font colour, bullets and numbering; AutoFormat as you type; Replace as you type.

Chapter 3 Paragraph and page formatting

Default settings; Alignment; Line Spacing; Paragraphs Styles; Customised Indentations; Set Page Breaks; Margins; Headers and Footers; Page Numbering; Set a Page Width Broken Line; Edit Tab Settings

Chapter 4 Word Tools

Usability; Spelling and Grammar; Moving and Copying Text; Using Drag and Drop; Find and Replace; Punctuation Number; Spacing Standards ; Proofreading; Corrections

Chapter 5 Print Preview and Printing

Print Preview; View Multiple Pages; Page Setup; Quick Print; Printing Multiple Copies; Print Odd and Even Pages; Scaling

Chapter 6 Display

Insert ClipArt; Work with images; Borders and Shading; Quick Borders; Vertical alignment; Insert symbols in text

Chapter 7 Tables

Create a Table from the Ribbon; Edit Text in a Table; Select Rows; Columns; Cells & Entire Tables; Change Column & Row Width; Insert, Delete Rows & Columns; Add Shading to Cells; Alignment ; Column Headings in Tables; Merge Cells; Borders and shading; Remove borders; Block centering text; Inserting an image

Chapter 8 Document Layout

Business letters; Memorandum; Facsimiles; One Page Report; Meeting documents: agenda, minutes.

Chapter 9 Mail Merge

Creating a Data Source; Create the Main Document; Start the Mail Merge; Write Your Letter; Using an Existing Data Source; Create Mailing Labels