

Mapping to Unit BSBITU306A

Design and produce business documents

This unit describes the performance outcomes, skills and knowledge required to design and produce various business documents and publications. It includes selecting and using a range of functions on a variety of computer applications. The following table maps elements to the manual from Microstar Publishing titled **Design and Produce Business Documents 2013**. Manual content is designed to satisfy each elements performance criteria in keeping with the associated range statement.

The focus of this manual is on the integration of various applications. This manual assumes that the user has basic skills in using a word processor and a spreadsheet application. It is not assumed that the user is familiar with a presentation package or a database application; these applications are introduced.

Element and Performance Criteria		Reference
1. Select and prepare resources		
1.1	Select and use appropriate technology and software applications to produce required business documents	All chapters
1.2	Select layout and style of publication according to information and organisational requirements	All chapters
1.3	Ensure document design is consistent with company and/or client requirements, using basic design principles	Chapters: 1, 4, 6 &11
1.4	Discuss and clarify format and style with person requesting document/publication	Chapters: 1, 4, 6 &11
2. Design document		
2.1	Identify, open and generate files and records according to task and organisational requirements	All chapters
2.2	Design document to ensure efficient entry of information and to maximise the presentation and appearance of information	All chapters
2.3	Use a range of functions to ensure consistency of design layout	All chapters
2.4	Operate input devices within designated requirements	All chapters

3. Produce document

3.1	Complete document production within designated timelines according to organisational requirements	All chapters
3.2	Check document produced to ensure it meets task requirements for style and layout	Chapters: 1, 2, 3, 4, 5, 9& 10
3.3	Store document appropriately and save document to avoid loss of data	All chapters
3.4	Use manuals, training booklets and/or help desks to overcome problems with document design and production	All chapters

4. Finalise document

4.1	Proofread document for readability, accuracy and consistency in language, style and layout prior to final output.	All chapters
4.2	Make any modifications to document to meet requirements	All chapters
4.3	<i>Name and store</i> document in accordance with organisational requirements and exit the application without data loss or damage	All chapters
4.4	Print and present document according to requirements	Chapters: 1, 4, 5 &10