

## Mapping to Unit BSBITU201

### Produce Simple Word Processed Documents

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 **BSBITU201 Produce Simple Word Processed Documents with Word 2016**. 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. The content is designed to satisfy each element's performance criteria in keeping with the associated range statement.

Element	Performance Criteria	Reference
<b>1. Prepare to produce documents</b>		
	1.1 Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met.	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
<b>2. Produce documents</b>		
	2.1 Format 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
<b>3. Finalise documents</b>		
	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

## Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria outlined on the previous page that are required for competent performance.

<b>Skill</b>	<b>Performance Criteria</b>	<b>Description</b>
Reading	1.2, 1.3, 2.1, 2.3, 3.1, 3.3	Recognises textual information within organisational and task requirements to determine work requirements
Writing	3.1, 3.3	Records numerical and textual information in accordance with requirements of task
Oral Communication	1.2	Participates in a variety of spoken exchanges with relevant personnel in an effort to clarify document purpose, audience and presentation requirements
Navigate the world of work	1.1-1.3, 2.1, 3.1-3.3	Recognises and follows explicit and implicit protocols and meets expectations associated with own role
Interact with others	1.2	May seek guidance from more experienced work colleagues
Get the work done	2.1-2.3, 3.1-3.3	Understands functions and features of specific computer software and uses these to perform work tasks

# **Outline: BSBITU201 Produce Simple Word Processed Documents**

## **Chapter 1 The Microsoft Word Workplace**

The Microsoft Word 2016 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