

Mapping BSBITU404: Produce Complex Desktop Published Documents

This unit describes the performance outcomes, skills and knowledge required to correctly create and use spreadsheets and charts using spreadsheet software. The following table maps elements to the manual from Microstar Publishing titled **BSBITU404 Produce Complex Microsoft Publisher 2016**. Some of the elements to do with safe work practices, conservation, using online help, disk and file management are like 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 and Performance Criteria		Reference
1. Prepare to produce desktop published documents		
1.1	Use safe work practices including addressing ergonomic requirements and using work organisation strategies .	eCompanion
1.2	Use energy and resource conservation techniques	eCompanion
1.3	Identify document purpose , audience, presentation and final output requirements, and clarify with relevant personnel as required.	All chapters contribute
1.4	Identify organisational and task requirements for desktop published documents to ensure consistency of style and image.	Ch 2 Design All Chapters
2. Design desktop published documents		
2.1	Design document to enhance readability and appearance, according to organisational and task requirements.	Ch 2 Design Ch 3 Master Pages Ch 8 Web Pages
2.2	Determine document type and assess production and design requirements.	Ch 2 Design Ch 5 Finalise Documents Ch 8 Web Pages
2.3	Set up and use master pages, templates and styles to ensure consistency of design and layout .	Ch 2 Design Ch 3 Master Pages and Templates Ch 8 Web Pages
2.4	Set up colour palettes according to organisational and task requirements.	Ch 2 Design
3. Create desktop published documents		
3.1	Prepare, format and enter required text.	Ch 1 Review Ch 2 Design Ch 3 Master Pages
3.2	Import text from other applications and resolve any formatting issues.	Ch 1 Review Ch 4 Import Text and Graphics
3.3	Scan or import graphics from other applications and resolve any formatting issues.	Ch 1 Review Ch 4 Import Text and Graphics
3.4	Use complex software functions to arrange text and graphics on page, according to organisational and task requirements	Ch 1 Review Ch 2 Design Ch 4 Import Text and Graphics Ch 6 Drawing

4. Finalise desktop published documents		
4.1	Ensure pages and combined graphics and text are composed correctly, to suit organisational and task requirements.	Ch 5 Finalise Documents
4.2	Check that numerical sequencing and laydown of document is correct, to meet binding and finishing requirements.	Ch 5 Finalise Documents Ch 7 Mail Merge Ch 8 Web Pages
4.3	Incorporate bleed allowance in margins and borders.	Ch 5 Finalise Documents
5. Produce desktop published documents		
5.1	Review text for possible errors and omissions and resolve any issues.	Ch 4 Import Text and Graphics Ch 5 Finalise documents Ch 8 Web Pages
5.2	Produce completed document in line with required final output.	Ch 5 Finalise Documents Ch 7 Mail Merge Ch 8 Web Pages
5.3	Name and store text documents, in accordance with organisational requirements and exit the application without information loss/damage.	All chapters
5.4	Prepare text documents within designated time lines and organisational requirements for speed and accuracy.	Ch 5 Finalise Documents
5.5	Use manuals, user documentation and online help to overcome problems with document design and production.	All chapters

Foundation Skills

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

Skill	Performance Criteria	Description
Reading	1.3, 1.4, 2.1, 2.2, 3.1-3.4, 4.1, 4.2, 4.5, 5.1, 5.2	Evaluates and integrates information and ideas to construct meaning, to design, set up and create a published document, and review final document for possible errors and other issues.
Writing	2.1, 2.2, 3.1-3.4, 5.1-5.5	Communicates relationships between ideas and information in a style appropriate to audience and purpose in accordance with organisational and task requirements.
Oral Communication	1.3, 1.4	Uses everyday language and listens to short specific instructions to clarify document purpose, audience and presentation requirements with appropriate personnel.
Numeracy	4.2, 4.3	Uses basic numeracy calculations to deal with margin bleeding and arranges sequential numerical information during process of finalising document.
Navigate the world of work	1.1, 1.3, 1.4, 2.1-2.4, 3.4, 4.1, 4.2, 5.2-5.4	Recognises and follows explicit and implicit protocols and meets expectations associated with own role.
Interact with others	1.3	Collaborates with others to achieve joint outcomes.
Get the work done	2.1, 2.3, 2.4, 3.1-3.4, 4.1-4.3, 5.1-5.5	Recognises and responds to routine problems in context of own work. Uses advanced features within applications to access, store, organise data and perform routine and complex work tasks