

CONTENTS

BSBITU303 Design and produce text documents	1
Assessment for this Unit	4
How to use this workbook	5
How to download exercise files	7
SECTION 1: OFFICE PROCEDURES.....	9
Windows 10 basics	10
File management	14
File Explorer.....	15
Using meaningful file names	18
Timelines	18
Getting help	19
Copyright	20
Identifying document requirements	22
Planning documents.....	24
Organisational requirements	26
Consistency techniques	28
Page layout.....	29
Backing up data	32
Malware	33
SECTION 2: WORD BASICS	35
Word processing software.....	36
Opening and saving	37
Mini toolbar	39
Exiting Word	41
AutoCorrect.....	41
Paragraph and line spacing defaults	42
Paragraph spacing.....	43
Tables.....	44
Merging and splitting cells.....	49
Shading.....	50
Borders	51
Format Painter	52
Paragraph numbering	54
Changing the numbering style.....	56
Bullets	57
Proofreading marks.....	60
Page breaks.....	61
Pagination.....	62
Inserting a document.....	66
Inserting a linked file	67
Inserting a photo	69
Inserting a spreadsheet.....	69
Inserting a chart	70
SECTION 3: BORDERS AND SHADING, STYLES AND GRAPHICS	74
Borders and shading	75
Options buttons.....	81
Styles.....	83
Navigation Pane.....	91
Printing.....	94
Graphics	96
Inserting images sourced from the internet	103
WordArt.....	105
Consolidation exercise 2	108

SECTION 4: ADVANCED PAGE LAYOUTS.....	110
Sections	111
Page Setup dialog box	112
Vertical alignment.....	115
Margins	116
Paper sizes	117
Headers and footers.....	120
Hyphenation.....	131
Columns.....	133
Linked text boxes	138
Booklets, newsletters and brochures.....	141
Using the highlight pen.....	144
Consolidation exercise 3	145
SECTION 5: ADDITIONAL TABLES, CAPTIONS, FOOTNOTES, ENDNOTES, SORTING	147
Formatting a table	148
Conventions for personal names.....	149
Captions.....	161
Footnotes and endnotes.....	162
Sorting	163
Consolidation exercise 4	166
SECTION 6: BUILDING BLOCKS, TEMPLATES, MAIL MERGE.....	168
Building blocks.....	169
Templates	175
Saving as a PDF document.....	186
Mail merge	187
Mail Merge Wizard	188
Mail merge using an existing data source	194
Mailings Ribbon	196
Labels	201
Consolidation exercise 5	204
Consolidation exercise 6	206
ASSESSMENT	207
Instructions for assessors.....	207
Information for candidates.....	208
Evidence guide	212
Assessment tasks	214
INDEX.....	225