

# CONTENTS

BSBITU211 Produce digital text documents.....	1
Assessment for this Unit .....	3
How to use this workbook .....	4
How to download exercise files .....	6
<b>SECTION 1: ORGANISATIONAL PROCEDURES .....</b>	<b>8</b>
Work Health and Safety Act 2011 .....	9
Ergonomics .....	10
Occupational overuse syndrome .....	12
Computer vision syndrome.....	13
Physical exercises to avoid strain.....	13
Organisational policies for WHS.....	15
File naming procedures.....	16
Completing a task on time.....	17
Conventions for personal names.....	18
Document requirements.....	18
Planning a document .....	20
Style guides .....	21
Distributing documents.....	22
<b>SECTION 2: WORD PROCESSING BASICS.....</b>	<b>23</b>
Word processing applications .....	24
Starting Word.....	26
Startup screen.....	26
Word screen .....	27
Typing in a document.....	30
Saving a document .....	30
Closing a document .....	32
Creating a new document .....	32
Spelling and grammar .....	33
Exiting Word .....	34
Opening a document.....	35
Opening a recent file .....	35
Saving a document with a different file name .....	35
Opening files.....	36
Navigating through a document .....	37
Viewing a document.....	39
Undo and Redo.....	41
Zoom .....	42
Line and paragraph spacing .....	43
<b>SECTION 3: EDITING, CHECKING AND PRINTING .....</b>	<b>46</b>
Selecting text .....	47
Proofing documents .....	48
Thesaurus.....	55
Moving and copying .....	56
Find and Replace .....	61
Printing options .....	63

<b>SECTION 4: FORMATTING, LAYOUT, SYMBOLS AND HELP .....</b>	<b>66</b>
Fonts and formatting .....	67
Horizontal alignment .....	70
Inserting pictures.....	70
Formatting shortcut keys.....	73
Headings and layout .....	75
Symbols and special characters.....	76
Switching text case .....	78
Repeating formatting .....	79
Help .....	80
<b>SECTION 5: PARAGRAPH FORMATS AND TABLES.....</b>	<b>82</b>
Paragraph formats .....	83
Paragraph spacing.....	85
Tabs.....	88
Special indents.....	94
Tables .....	96
Paragraph styles .....	103
Numbered paragraphs .....	104
Bullets .....	110
Multilevel lists .....	112
Format Painter .....	116
<b>SECTION 6: OFFICE CLIPBOARD AND PAGE LAYOUTS .....</b>	<b>120</b>
Office Clipboard .....	121
Page setup.....	123
Print preview .....	130
Headers and footers.....	131
Page numbers.....	132
Borders and shading .....	137
<b>SECTION 7: BUSINESS DOCUMENTS AND DISTRIBUTION .....</b>	<b>141</b>
Notice of meeting and agenda.....	142
Minutes of meetings .....	143
Letters.....	145
Encrypting with a password.....	151
Delivering documents digitally .....	152
Practice assessment .....	154
<b>ASSESSMENT .....</b>	<b>157</b>
Assessment tasks .....	158
Evidence guide .....	164
<b>INDEX.....</b>	<b>167</b>