



**CATAPULT**

# BSBITU313

Design and produce digital text documents

using Office 2013 (Catapult code: BSBITU313\_2013)

## Table of Contents (Extract)

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**This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit BSBITU313.**

**For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:**

**[https://catapultlearning.com.au/product/BSBITU313\\_2013/](https://catapultlearning.com.au/product/BSBITU313_2013/)**

# Trainer/assessor guide

## BSBITU313

### Design and produce digital text documents — Office 2013

#### Welcome to this unit of study

This unit describes the skills and knowledge required to digitally design and develop text-based documents using advanced features of word processing applications/platforms.

It applies to individuals who possess fundamental skills in digital device operation, and basic skills in operation of word processing applications. They may work as individuals who provide administrative support within an enterprise, or may be technical/knowledge experts responsible for production of their own digital documents.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

# Contents

<b>About this trainer/assessor guide .....</b>	<b>4</b>
<b>Learning resource.....</b>	<b>5</b>
Topic 1: Prepare to produce documents.....	5
Ergonomics.....	5
Document purpose, audience and presentation.....	9
Style and image.....	11
Selecting a word processing application.....	13
Check your understanding .....	17
Topic 2: Design documents digitally .....	19
Purpose, audience and information.....	19
Readability and appearance.....	46
Functions to ensure consistency .....	56
Inserting a standard table .....	77
Inserting images and other data.....	93
Check your understanding .....	109
Topic 3: Produce text documents digitally .....	111
Application functions.....	111
Entering or importing, and editing text and other data.....	121
Previewing, adjusting and printing .....	132
Naming and storing documents .....	136
Designated timelines.....	142
Manuals, user documentation and online help .....	152
Check your understanding .....	155
References.....	157
<b>Assessment workbook .....</b>	<b>159</b>
Unit information.....	161
What is competency-based assessment?.....	162
How will my competency be assessed?.....	163
Assessment agreement.....	164
Foundation skills checklist.....	165
<b>Skills recognition.....</b>	<b>166</b>
Topic 1: Prepare to produce documents.....	167
Topic 2: Design documents digitally .....	168
Topic 3: Produce text documents digitally .....	169
<b>Knowledge questions .....</b>	<b>170</b>
Topic 1: Prepare to produce documents.....	171
Topic 2: Design documents digitally .....	177
Topic 3: Produce text documents digitally .....	182

<b>Performance tasks</b> .....	<b>187</b>
Third party evidence collection agreement .....	188
Topic 1: Prepare to produce documents.....	189
Topic 2: Design documents digitally .....	191
Topic 3: Produce text documents digitally .....	196
<b>Completion record</b> .....	<b>202</b>
<b>Unit mapping</b> .....	<b>203</b>
<b>Trainer/ assessor user instructions</b> .....	<b>206</b>

# About this trainer/assessor guide

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## Learning resource

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The learning resource is divided into the following topics:

- » Prepare to produce documents
- » Design documents digitally
- » Produce text documents digitally

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

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## Assessment workbook

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To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

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## Disclaimer

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