



CATAPULT

BSBITU401

Design and develop complex text documents
using Office 2016 (Catapult code: BSBITU401_2016)

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 BSBITU401.

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/BSBITU401_2016/

Trainer/assessor guide

BSBITU401

Design and develop complex text documents — Office 2016

Welcome to this unit of study

This unit describes the skills and knowledge required to design and develop business documents using complex technical features of word processing software.

It applies to individuals who work in a range of business environments and have skills which may be applied in the provision of administrative support within an enterprise, or by technical/knowledge experts responsible for producing their own word processed 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

About this trainer/assessor guide	4
Learning resource	5
Topic 1: Prepare to produce word processed documents.....	5
Safe work practices.....	5
Document purpose, audience and presentation.....	9
Evaluating technical functions of software.....	11
Check your understanding	17
Topic 2: Design complex documents	19
Using Microsoft Word	19
Designing structure and layout.....	28
Readability and appearance.....	53
Software functions that enable efficient manipulation of information	64
Manuals, user documentation and online help	91
Check your understanding	93
Topic 3: Add complex tables and other data	95
Inserting standard tables and changing cells.....	95
Inserting images and other data.....	113
Check your understanding	141
Topic 4: Produce documents	143
Using complex operations.....	143
Previewing, adjusting and printing.....	158
Naming and storing documents, and exiting applications.....	162
Speed and accuracy within timelines	168
Check your understanding	181
References.....	183
Assessment workbook	185
Unit information.....	187
What is competency-based assessment?.....	188
How will my competency be assessed?.....	189
Assessment agreement.....	190
Foundation skills checklist.....	191
Skills recognition	192
Topic 1: Prepare to produce word processed documents.....	193
Topic 2: Design complex documents	194
Topic 3: Add complex tables and other data	195
Topic 4: Produce documents	196
Knowledge questions	197
Topic 1: Prepare to produce word processed documents.....	198
Topic 2: Design complex documents	204
Topic 3: Add complex tables and other data	208
Topic 4: Produce documents	210

Performance tasks	214
Third party evidence collection agreement	215
Topic 1: Prepare to produce word processed documents.....	216
Topic 2: Design complex documents.....	218
Topic 3: Add complex tables and other data	222
Topic 4: Produce documents	225
Completion record	228
Unit mapping and assessment checklist	229
Trainer/ assessor user instructions	231

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Prepare to produce word processed documents
- » Design complex documents
- » Add complex tables and other data
- » Produce documents

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.

Assessment workbook

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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