

# Contents

BSBITU401 Design and develop complex text documents .....	1
Assessment for this Unit .....	4
How to use this workbook .....	5
How to download exercise files .....	7
<b>SECTION 1: OFFICE PROCEDURES .....</b>	<b>9</b>
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
<b>SECTION 2: FONTS AND EFFECTS .....</b>	<b>35</b>
Fonts .....	36
Borders and Shading dialog box .....	37
Shapes .....	41
Pictures and WordArt .....	46
SmartArt .....	52
Columns .....	55
Hyphenation .....	57
Linked text boxes .....	60
Consolidation exercise 1 .....	63
Consolidation exercise 2 .....	63
Consolidation exercise 3 .....	66
<b>SECTION 3: BULLETS AND NUMBERING, MACROS, TABLES AND CALCULATIONS .....</b>	<b>67</b>
Bullets and numbering .....	68
Multilevel lists .....	71
Proofreading marks .....	75
Macros .....	78
Tables .....	82
Mathematical calculations .....	97
Consolidation exercise 4 .....	102
<b>SECTION 4: PROPERTIES, FIELDS, LINKS AND EMBEDDING .....</b>	<b>105</b>
Document properties .....	106
Preview a file .....	106
Print options .....	108
Fields .....	112
Hyperlinks .....	115
Linking and embedding .....	118
Conventions for personal names .....	124
Mail merges .....	125
{If...Then} command .....	140
Inserting linked files using {INCLUDETEXT} .....	145
Labels .....	148
Envelopes .....	151
Consolidation exercise 5 .....	154

<b>SECTION 5: TEMPLATES, FORMS, STYLES AND SECTIONS .....</b>	<b>156</b>
Templates .....	157
Forms .....	165
Consolidation exercise 6 .....	170
Headers and footers.....	184
Sections .....	185
Consolidation exercise 7 .....	194
<b>SECTION 6: CONTENTS, INDEXES, OUTLINES AND MASTER DOCUMENTS .....</b>	<b>196</b>
Custom styles.....	197
Table of contents.....	198
Comments.....	203
Captions.....	204
Cross-references.....	206
Consolidation exercise 8 .....	208
Index .....	216
Footnotes and endnotes .....	224
Consolidation exercise 9 .....	229
Outlines .....	231
Master document .....	237
Tracking changes.....	245
Document protection .....	252
Consolidation exercise 10 .....	253
Consolidation exercise 11 .....	253
<b>ASSESSMENT .....</b>	<b>254</b>
Instructions for assessors .....	254
Information for candidates.....	255
Evidence guide.....	259
Assessment tasks .....	261
<b>INDEX .....</b>	<b>271</b>