



Software Publications

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BSBITU306 Design and produce business documents (Office 2016)

\$36.95



This workbook covers the skills and knowledge required to design and produce various business documents and publications. It includes selecting and using a range of functions on a variety of computer applications using Microsoft Office 2016 on the Windows 10 operating system.

It applies to individuals who possess fundamental skills in computer operations and keyboarding. They may exercise discretion and judgement using appropriate theoretical knowledge of document design and production to provide technical advice and support to a team.

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- content mapping against the Unit of Competency
- workbook learning layout
- assessment mapping against the Unit of Competency.

Parameters of Product

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