



Software Publications

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BSBITU303 Design and produce text documents (Word 2016)

\$34.95



This workbook covers the skills and knowledge required to design and develop text-based documents using advanced features of word processing software using Microsoft Word 2016 on the Windows 10 operating system.

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

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- content mapping against the Unit of Competency
- workbook learning layout
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Parameters of Product

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