



Software Publications

Software Publications

BSBITU401 Design and develop complex text documents (Word 2016)

\$36.95



This workbook covers the skills and knowledge required to design and develop business documents using complex technical features of word processing software using Microsoft Word 2016.

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.

Download the table of contents (below) for a list of topics covered in this workbook.

Download the sample pages (below) for:

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

Â

Parameters of Product

ISBN: 978-1-925291-29-2
Unit code: BSBITU401
Author: Software Publications writing team
Pages: 277
Table of Contents: [Open in new tab](#) - [Open here](#)
Sample File: [Open in new tab](#) - [Open here](#)
Exercise Files: [Click here to download](#)

[Vendor Information](#)