BSB07 Business Services Training Package
Microsoft Windows 8 and Office 2013 publications

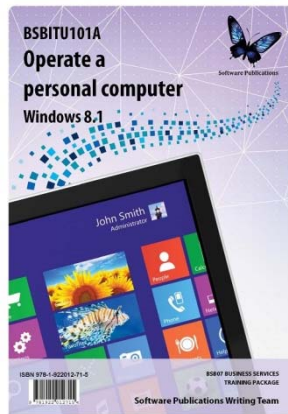Microsoft Office 2010 and 2007 versions also available

BSBITU101A Operate a personal computer Windows 8.1

Software Publications writing team

ISBN 978-1-922012-71-5

140 pages

This workbook covers how to start up a personal computer or business computer terminal; to correctly navigate the desktop environment; and to use a range of basic functions using Windows 8.1.

BSBITU201A Produce simple word processed documents Word 2013

Software Publications writing team

ISBN 978-1-922241-10-8

222 pages

This workbook covers the skills and knowledge required to correctly operate Microsoft Word 2013 (and Windows 8.1) in the production of workplace documents.

BSBITU202A Create and use spreadsheets Excel 2013

Software Publications writing team

ISBN 978-1-922241-16-0

186 pages

This workbook covers how to correctly create and use spreadsheets and charts in Microsoft Excel 2013 (and Windows 8.1).
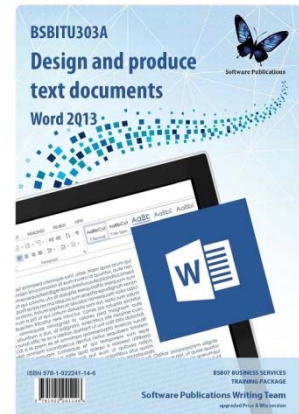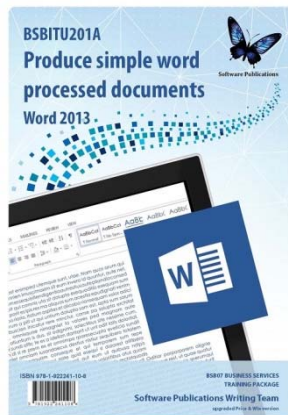

BSBITU303A Design and produce text documents Word 2013

Software Publications writing team

ISBN 978-1-922241-14-6

248 pages

This workbook covers the skills and knowledge required to design and develop predominantly text based documents using advanced features of word processing software.

BSBITU304A Produce spreadsheets Excel 2013

Software Publications writing team

ISBN 978-1-922241-17-7

278 pages

This workbook covers the skills and knowledge required to develop spreadsheets through the use of spreadsheet software. Based on Microsoft Excel 2013 using Windows 8.1 operating system.

BSBITU306A Design and produce business documents Office 2013

Software Publications writing team

ISBN 978-1-922241-20-7

224 pages

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. Based on Microsoft Office 2013 using Windows 8.1 operating system.