

CONTENTS

BSBTEC301 Design and produce business documents.....	1
Assessment for this Unit	3
How to use this workbook	4
How to download exercise files	6
SECTION 1: DOCUMENT PROCEDURES	8
Document requirements.....	9
Style guides	10
Conventions for personal names.....	11
Copyright	12
File naming procedures.....	13
Distributing documents.....	14
SECTION 2: WORD PROCESSING BASICS.....	15
Selecting document technology and applications	16
Starting Word	17
Opening a document.....	21
Saving a document	21
Selecting text	24
Moving and copying text	25
Formatting text.....	26
Formatting paragraphs.....	26
Closing a document and exiting Word.....	29
Tables.....	30
Format Painter	37
Paragraph numbering	38
Bullets.....	42
Tabs.....	44
Help	46
SECTION 3: DESIGNING, CHECKING AND FINALISING DOCUMENTS.....	50
Document design concepts	51
Text design	54
Letterhead.....	55
Letters.....	55
Memos.....	58
Notice of meeting and agenda	59
Minutes of meetings.....	60
Forms	62
Reports	64
Booklets.....	65
Brochures	65
Spelling and grammar	66
Checking documents.....	69
Protecting documents with a password	75
Emailing a document.....	76
Publishing a document as a PDF	77
SECTION 4: PAGE LAYOUT, OBJECTS, IMAGES AND STYLES	78
Page setup.....	79
Page breaks.....	80
Text cases	81
Styles.....	82
Inserting objects.....	90
Drawing shapes	95

SECTION 5: ADVANCED PAGE LAYOUTS.....	101
Sections	102
Page sizes	106
Page orientation.....	107
Headers and footers.....	110
Page numbers.....	115
Document information	119
Alternating headers and footers	120
Adding a file path	121
Columns.....	126
Creating a booklet.....	130
SECTION 6: TEMPLATES AND INTEGRATING SPREADSHEETS.....	134
Templates	135
Fields	138
Saving a document as a template	140
Integrating Excel data into Word	141
Copying and pasting Excel data	142
Linking	144
ASSESSMENT	166
Assessment tasks	167
Evidence guide	172
INDEX.....	175