

### ***Bsbitu309a Produce Desktop Published Documents***

BSB30415 Information Webinar: Certificate III in Business Administration TOP 5 - Trade Qualifications in Australia (Student Visa) ~~Kimberley Budge (Certificate III in Business Administration)-ACT Literacy and numeracy strategies [How to take the Literacy and Numeracy Test Certificate II in Electrotechnology – Information Session](#)~~ Rebecca Stafford-Certificate III in Business Administration- Sutherland College [CCS Family Literacy Academy Reading Processes Conversations to Comprehension](#) Bsbitu309a Produce Desktop Published Documents  
1. Prepare to produce desktop published documents. 1.1 Use safe work practices including addressing ergonomic requirements and using work organisation strategies. 1.2 Use energy and resource conservation techniques. 1.3 Identify document purpose, audience and presentation requirements, and clarify with relevant personnel as required

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Create desktop published document. 3.1. Prepare, format and enter required text. 3.2. Import text from other applications and resolve any formatting issues. 3.3. Scan or import graphics from other applications and resolve any formatting issues. 3.4. Arrange text and graphics according to organisational and task requirements. 4. Finalise desktop published document

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This unit describes the performance outcomes, skills and knowledge required to design and produce desktop published documents.

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Target Audience This courseware has been mapped to the BSBITU309A Produce Desktop Published Documents competency and is designed to act as a learning guide covering the technical aspects of competency. It is primarily designed for people who need to know how to use Microsoft Publisher to design and produce desktop published documents.

BSBITU309A Produce Desktop Published Documents  
BSBITU309A (Produce desktop published documents) This unit of competency requires you to produce two (2) desk top published documents for assessment. You can select to use either Microsoft Publisher OR Microsoft Word to complete the tasks outlined below.

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BSBITU309A Produce desktop published documents (Publisher 2013) 2nd Ed suitable for BSBITU309. 34 95. There are NO RETURNS on sales of this workbook. This workbook has been superseded by the 2016 release. This workbook covers skills and knowledge required to design and produce desktop published documents using Microsoft Publisher 2013 and Windows 8.1.

BSBITU309A Produce desktop published documents (Publisher ...  
This unit describes the skills and knowledge required to design and produce desktop published documents. It applies to individuals who work in a range of environments, which may include providing administrative support within an enterprise, or who may be technical or knowledge experts responsible for production of their own documents.

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Mapping to Unit BSBITU309 Produce desktop published documents This unit describes the performance outcomes, skills and knowledge required to design and produce desktop published documents. The following table maps elements to the manual from Microstar Publishing titled BSBITU309 Produce desktop published documents with Publisher 2016.

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Elements and Performance Criteria  
This unit describes the skills and knowledge required to design and produce desktop published documents. Licensing, legislative, regulatory or certification requirements. No licensing, legislative or certification requirements apply to this unit at the time of publication. Employability skills. Employability skills are contained within this unit

Assessment Records - NDA Tasmania | Training & Qualifications  
BSBITU309A Produce Desktop Published Documents INFOCUS COURSEWARE Product Code: INF942 Product Information Microsoft Publisher 2013 ISBN: 978 -1 925121 12 4 General Description This course has been mapped to the BSBITU309A - Produce Desktop Published Documents competency. It applies to individuals who work in a range of environments and require ...

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