

The
Guided Discovery
Series
for
Microsoft Office 2007

The Discovery series for

- Microsoft Office 2007
- MS Office Outlook 2007
- Windows XP
- Windows Vista
- Windows Internet Explorer 7
- Microsoft Expression Web

BSBITU101A	Operate a personal computer	Windows XP
BSBITU101A	Operate a personal computer	Windows Vista
BSBITU201A	Produce simple word processed documents	Microsoft Word
BSBITU202A	Create and use spreadsheets	Microsoft Excel
BSBITU203A	Communicate electronically	MS Office Outlook 2007
BSBWOR204A	Use business technology	Windows XP
BSBITU301A	Create and use databases	MS Access
BSBITU302A	Create electronic presentations	MS PowerPoint
BSBITU303A	Produce word processed documents	Microsoft Word
BSBITU304A	Produce spreadsheets	Microsoft Excel
BSBITU305A	Conduct online transactions	Windows Internet Explorer 7
BSBITU306A	Design and produce business documents	Microsoft Word
BSBITU309A	Produce desktop published documents	MS Publisher
BSBITU401A	Produce complex word processed documents	Microsoft Word
BSBITU402A	Develop and use complex spreadsheets	Microsoft Excel
BSBITU404A	Produce complex desktop published documents	MS Publisher
BSBITA401A	Design databases	MS Access
BSBITB501A	Establish and maintain a workgroup computer network	Windows XP
BSBITB501A	Establish and maintain a workgroup computer network	Windows Vista
BSBITS401A	Maintain business technology	Windows XP
BSBITS401A	Maintain business technology	Windows Vista
BSBEBU401A	Review and maintain a website	Microsoft Expression Web
BSBEBU501A	Investigate and design e-business solutions	Microsoft Expression Web
BSBEBU502A	Manage e-business systems and services	Microsoft Expression Web
BSBWRT301A	Write simple documents	
BSBWRT401A	Write complex documents	
BSBITU501A	Manage business document design and development	

Business Services Training Student Workbook

Unit of Competency

Produce Simple Word Processed Documents using Word 2007

BSBITU201A

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to correctly operate word processing applications in the production of workplace documents.

Employability Skills

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary for the qualification in which this unit of competency is packaged, will assist in identifying Employability Skills requirements.

Pre-requisite Units

Nil

Application of the Unit

This unit applies to individuals who perform a range of routine tasks in the workplace, using a limited range of practical skills and fundamental knowledge of word processing and software in a defined context, under direct supervision or with limited individual responsibility.

Competency Field

Information and Communications Technology – IT Use

Produce Simple Word Processed Documents using Word 2007

This book supports BSBITU201A, Produce Simple Word Processed Documents using Word 2007 in the Business Services Training Package.

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Author: Software Publications Writing Team

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Publishers – Software Publications Pty Ltd (ABN 75 078 026 150)

Head office – Sydney
Unit 10, 171 Gibbes Street
Chatswood NSW 2067
Phone: (02) 9882 1000
Fax (02) 9882 1800

Branches

Adelaide, Brisbane, Melbourne and Perth

Australia Toll Free Numbers

Phone: 1 800 146 542
Fax: 1 800 146 539

Web address

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3.1.2 Document naming conventions and protocols

Exactly what do we mean by document naming protocols?

The universities often post these kinds of materials on the web so we will find and use their documents.

**Exercise 16 –
Group Activity –
Establish
document
naming
conventions**



Exercise 16 – Group Activity – Establish document naming conventions

Here are some paths where you may find some file naming conventions.

See if you can find any others. Find a few of them, print them out and work through them as a class, discussing the questions below:

(Note, where you are typing in a web address and you see what looks like a gap, such as the ones in the Curtin University address below, type an underscore character or the address will not work.

Curtin University	http://www.records.curtin.edu.au/includes/docs/fact_sheets/Fact_Sheet_8 - Electronic Document Naming Conventions.pdf OR http://www.records.curtin.edu.au/advices_and_guides.html , and Fact Sheet 8, Electronic document Naming conventions.
Edinburgh University	http://www.recordsmanagement.ed.ac.uk/infostaff/RMstaff/RMprojects/PP/FileNameRules/Rules.htm
Give three reasons why file naming conventions are a good idea.	
Why do you think it matters how you write a date in a file name? Do you like the conventions you have seen?	
When do you think you might put a person's name into a file name? How would you put a person's name into a file name?	


<p>Why should you not use spaces or punctuation in file names? (Consider the Curtin Web address which is a badly constructed path.)</p>	
<p>When do you think you should use upper case and lower case in file names?</p>	
<p>Why might putting draft or version numbers in the document name be a good idea?</p>	


3.1.3 Storage location conventions and protocols

Folder structures, folders and sub folders have been covered in detail in BSBITU101A, Operate a Personal Computer. If you have not done this course, or if you are in any way unsure of your ability to manage File management in Windows Explorer, complete the following Microsoft training.

File and folder management in Windows Explorer (Windows XP)

If you have Windows XP, complete the training at each of these sites.

	<p>Microsoft On-line Training – Files and Folders Overview (Windows XP) (Optional)</p> <p>http://www.microsoft.com/resources/documentation/windows/xp/all/protodocs/en-us/files_folders_o.msp?mfr=true</p> <p>This covers:</p> <ul style="list-style-type: none"> ▪ Create a new folder ▪ File and folder management overview ▪ Viewing files and folders overview
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	<p>Microsoft On-line Training – Organise Files and Folders (Windows XP) (Optional)</p> <p>http://www.microsoft.com/windowsxp/using/setup/maintain/filegmt.msp#</p> <p>This covers:</p> <ul style="list-style-type: none"> ▪ Create a folder structure ▪ Browsing files ▪ Searching for files
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File and folder management in Windows Explorer (Windows Vista)

If you have Windows Vista, complete the training at this site.

	<p>Microsoft On-line Training – Working with Files and Folders (Windows Vista) (Optional)</p> <p>http://windowshelp.microsoft.com/Windows/en-US/Help/b8f62a7d-381a-4253-a52e-04883e076bbe1033.msp#</p> <p>This covers:</p> <ul style="list-style-type: none"> ▪ What are files and folders? ▪ How Windows organizes your files and folders ▪ Understanding the parts of a folder ▪ Viewing your files in a folder ▪ Finding your files ▪ Copying and moving files and folders ▪ Creating and deleting files ▪ Opening an existing file
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Folder naming conventions and path size limits

Many of the same rules applied to file naming also apply to naming folders. Names should be as short as they reasonably can whilst still being self explanatory.

There are some size limitations on the total length of file paths. Once you have exceeded your limit, you will no longer be able to open your files. So it is important to name folders and files effectively and keep them as short as possible. These limits are:

- for Windows XP, up to 255 characters
- for Windows Vista, up to 260 characters

A file path includes all the characters of folders, subfolders and filenames, for example:

- C:\Documents and Settings\Francesca Violetta\My Documents\By Land and By Sea\Advertising Materials\Magazine Advertisements\advertising file.pdf

This is quite a long path, but is still only 144 including spaces. If you remove the spaces, it is 132 characters. If you remove wasted words and abbreviate other obvious words, you could reduce it a lot further.

However, despite this, a number of workplaces have such deep folder structures that they do reach the limits. If you find that you are not able to open a file from Windows Explorer when you can see it there, explore the possibility that there are too many characters in the path and file name combined.

Some folder naming conventions

Even for your home computer, consider setting up and applying some simple rules, for example:

- Roll words together rather than using spaces, eg SoftwarePublications.
- Use lower case and delimit words with an uppercase letter.
- Use a dash instead of an underscore if the file name is long (an underscore is hard to detect once the name becomes a URL).
- Use short words if possible, as they are easier to see, remember and type.
- Use abbreviations and acronyms where they are well understood, but ONLY if they are well understood.

3.1.4 A word on file extensions

File extensions are the three or four letters that come after the dot in a file name, for example:

- The Magic of the Ginger Family.docx

These few letters tell your computer what program the document has been created in and so what software program it can be modified in. If you click on your document in Windows Explorer, your computer reads that it has a .docx extension and so opens Word 2007 for you. Here are some examples of file extensions, and the program the file belongs to.

.docx	Microsoft Word 2007
.docm	Microsoft Word 2007
.doc	Microsoft Word 2003 or earlier
.xlsx	Microsoft Excel 2007
.pptx	Microsoft PowerPoint 2007
.html	A web page
.pdf	A PDF file – the format used for a lot of files you can download from the Web. They are “read only”.