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## *Introduction*

### **Module 1** *Workplace Effectiveness*

- Demonstrate occupational health and safety practices
- Establish rest and exercise periods
- Create an organised workstation
- Develop effective work habits for document production
- Handle and store paper appropriately
- Recycle to minimise paper wastage

### **Module 2** *Computer Awareness*

- Identify computer hardware components
- Distinguish between system and applications software
- Become familiar with an electronic desktop
- Use the mouse to instruct the computer
- Work with windows, menus and default settings
- Process documents and manage electronic files
- Use a printer to reproduce hard copy
- Use manuals and on-line help
- Backup to protect data
- Maintain the integrity of stored data
- Protect and maintain hardware and software
- Operate an electronic database
- Work in an electronic spreadsheet
- Use word processing, page layout and graphics programs
- Recognise the components of a computer network
- Network communications through a modem
- Network through ISDN (Integrated Services Digital Network)
- Join the global network—the Internet
- Apply keyboard concepts across most software platforms

### **Module 3** *Keyboard Skills*

- Become familiar with an electronic keyboard
- Develop good keyboarding habits and techniques
- Access a text processing application program
- Use the home keys
- Strike key *E* and use the *delete* key
- Strike key *T* and proofread text
- Strike key *I*
- Use the shift keys to produce initial caps
- Strike key *N* and *select* text to manipulate it
- Strike key *R* and use the *undo* command
- Use *TR* combination and *enhance* type
- Strike the full stop
- Use a full stop and *caps lock* for all capitals
- Strike key *U*
- Strike key *C*
- Move the cursor
- Strike key *O*
- Strike key *B*
- Spellcheck
- Strike key *W*
- Use a question mark
- Cut, copy and paste text
- Strike key *Y* and use the *redo* command
- Use a comma
- Strike key *V*
- Strike key *M*
- Strike key *P*
- Strike key *Q*
- Strike key *X* and use a semicolon
- Strike key *Z*
- Key in figures
- Use punctuation symbols effectively
- Use signs and symbol
- Use a numeric keypad

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**Module 4** **Communication Mechanics**

- Express numbers in documents
- Make effective decisions on numbers
- Feature roman numerals acceptably
- Use abbreviations effectively
- Avoid contracting words
- Make distinctions with initial capitals
- Proofread copy
- Paragraph effectively
- Hyphenate at line ends
- Select the best hyphen
- Prevent strings from breaking
- Avoid all caps and underlining
- Find and change
- Justify paragraphs
- Vary line spacing
- Use correction signs
- Edit author's source documents
- Use electronic editing tools

**Module 5** **Speed & Accuracy Development**

- Develop accuracy, speed and endurance
- Build speed
- Measure speed

**Module 6** **Document Design**

- Design attention-getting documents
- Apply several functions at once
- Align text with tab stops
- Feature bulleted items in a list
- Set paragraph indents and overhangs
- Apply styles to document elements
- Use document templates
- Store glossaries or autotext insertions
- Generate and edit designer documents
- Incorporate headers and footers
- Generate double-sided documents

**Module 7** **Tables**

- Create an effective table
- Format alignment of text and figures
- Feature borders and shading in tables
- Enhance text and apply styles to tables
- Align multiple lines of text across rows
- Feature tables in documents

**Module 8** **Business Letters**

- Design an attractive letterhead
- Include essential parts in a letter
- Generate traditional letters
- Include supporting details in a letter
- Prepare letters for mailing
- Create templates for letters
- Highlight details within a letter
- Send letters electronically
- Personalise form letters—(Mail merge)
- Generate internal communications

**Module 9** **Desktop Publishing**

- Recognise the role of desktop publishing in the workplace
- Identify the principles of page design
- Plan the design of documents
- Customise defaults in the application window
- Select tools, use the pasteboard and change page views
- Draw lines, boxes, circles and polygon shapes
- Use rulers, ruler and column guides and establish a grid system
- Create text blocks, manipulate, edit and place text
- Select appropriate fonts, styles and sizes
- Create multiple pages, master pages and document templates
- Incorporate graphics, clip art, drawing and paint objects in documents
- Design and create documents at your desktop

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Key***