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Produce Simple Word Processed Documents: Becoming Competent - Word 2016 contributes directly to achieving the unit of competency BSBITU201A Produce simple word processed documents (Business Services Training Package BSB07). This book would be of interest to those undertaking a first course in word processing.

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of BSBITU201A Produce simple word processed documents as listed in the unit details at Annex A to this guide. In Assessment 1, learners will create and format a letter according to the details provided, then print it out. Assessment 2 also involves creating and printing a letter, with a focus on font and paragraph formatting.

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National Element Code & Title: BSBITU201A Produce simple word processed documents. Element: 1. Prepare to produce documents. Performance Criteria: 1.1 Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are addressed

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