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Bsbitu201a 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. PRODUCE SIMPLE WORD PROCESSED Page 5/27

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BSBITU201A Produce simple word processed documents. Modification History. Not applicable. Unit Descriptor. Unit descriptor. This unit describes the performance outcomes, skills and knowledge required to correctly operate word processing applications in the production of workplace documents.

BSBITU201A Produce simple word processed documents

Produce Simple Word Processed Documents 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

Produce Simple Word Processed Documents Bsbitu201a

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Competency Checklist: BSBITU201A Produce simple word ...

BSBITU201A - Produce simple word processed documents Description This unit describes the performance outcomes, skills and knowledge required to correctly operate word processing applications in the production of workplace documents.No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

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This unit of competency, BSBITU201A Produce simple word processed documents, forms part of Certificate II in Building and Construction (Pathway Paraprofessional) and is aimed at people who are considering a paraprofessional career in the residential building industry (as opposed to the trade sector).

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BSBITU201 Produce simple word processed documents ...

Produce simple word processed documents Control measures In determining the control measures to implement, the person conducting the business or undertaking must have regard to all relevant matters that may contribute to a musculoskeletal disorder, including: p ostures, movements, forces and vibration relating to the hazardous manual task

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BSBITU201 Produce simple word processed documents 20 min assessing video session TAEASS401B, TAEASS502B, TAEASS402B TAELLN411 assessment.

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