

CREATING THE WORKPLACE TRAINING GUIDE

It has been identified that a number of the staff are not aware of how to set out business documents and do not know how to overcome basic difficulties with document design and production in the word processing program. There are many poorly laid out documents being produced with errors.

Katrina the Practice Manager has asked you to create a “how- to” guide. This guide will be used by staff as a reference should they need to produce any workplace documents and as a training guide for new staff.

Timelines

The Practice Manager Katrina Peters has indicated that she needs the workplace training guide to be completed within two weeks. Allow the below times to complete the steps required.

STEP	TASK	TIME ALLOWED
1	Plan the guide	1 day
2	Design the guide by creating an initial draft	5 days
3	Create the guide, format the document, improve on the layout and readability	2 days
4	Review the guide, proofread and obtain input from others	1 day
5	Finalise the guide, consider print and publish options, document protection etc.	1 Day

Formatting

You **must use** the MAT Health Clinic Style and Branding guide to ensure you are adhering to organisational requirements and Katrina has communicated with you on the format, style and content of the guide, her requirements are listed below.

Content Required

You are required to produce at least a two to three-page illustrated document outlining the **key points** listed below.

You can use a search engine to find information from the internet or refer to your learning material or online help. You can copy and paste information in, but it should be formatted as specified in the MAT Health Clinic Branding guide.

Key Points: The guide must instruct the staff on how to:

- Create, edit, save and print documents
- Copy, past, move and delete text within a document
- Format text such as font type, bolding, underlining or italicising
- Create and edit a table
- Insert elements from other software, such as illustrations or photographs
- Correct spelling and grammar

Katrina has requested you keep the guide easy to follow and looking smart and professional, however, would like you to really breathe life into your guide.

The guide must include:

- A title page
- The use of styles applied to section and paragraph headings
- A footer containing page numbers
- A document header containing your name and the date

Additional information that must be included:

- At least one photo (using the MAT Health Clinic Intranet – Promotional Photo's [here.](#))
- At least one shape
- At least one list using either bullets or numbering format
- A table – titled 'how-to guide' – include instructions on the below:
 1. How to open files
 2. How to save files
 3. How to exit applications
 4. How to print documents

You are welcome to include more information if you desire.