

Design and produce documents in a business environment

[Design](#)



Letters: A formal piece of information that can be sent to customers or business or employees. Minutes: These are details that are taken when In a meeting.

1. 2 - Describe different formats in which test may be presented

The file can be stored on your computer giving it a file name and you can store it where you want to. To change the format this can be done by the design and the fonts. You can also use fonts such as bold, underlining and all other tools on the tool bar.

1. - Explain the purpose and benefits of designing and producing high quality and Having high quality/attractive documents is an essential for your company, this gives first Impression to people who receive them. When a customer receives a good quality document it will make them think the company Is of high standards. This could help get more customers. Know the resources available to design and produce documents and how to use them

2. 112. 2 - Describe the types of resources needed to design and produce high quality and attractive documents

Good quality paper, printer, photocopier.

High quality software, qualified typist. Good pictures to make documents eye catching. Legible font so it can be read clearly and a simple neat layout.

Editing text, and their main features

Computer - Used with a keyboard this could be a wireless or wired keyboard

Printer - Scanner

Word processes- You can upload images into documents from clipper and cameras. Understand the purpose and value of following procedures when designing and producing documents

3. - Explain the value and benefits of agreeing the purpose, content, style, and deadlines for the design and production of documents

All documents have to legible, they need to have all the information in the document which is clean and accurate. It's also has to

have a layout and style depending on what the document is for. Its probable best to agree the layout with your manager before sending it out. 3. 2 -

Describe ways researching and organizing content needed for documents
You need to find the information of who the document is for, this information can come from your Manager, colleagues, the internet or other sources.

Do a rough draft beforehand. , this can be checked by whoever has asked you for the information. 3. 3 - Describe ways of integrating and laying out text and non-text Text can be combined with Microsoft Office; you can also inset any pictures or anything else with the help of office. Power Points can also be used or Excel it depends on what is needed whether it is graphs or photos or Just typing. Text can be set out in Paragraphs, bold or italics. Images such as logs and photos can be embedded in to documents to provide a professional image. 3. - Describe way of checking finished documents for accuracy - including spelling, grammar and punctuation - and correctness, and the purpose of doing so. Check your facts - Making sure all the facts are correct and information is accurate so that people clearly understand it. Spell checker - Spell checker can indicate an incorrect spelt word. This saves time by making the word stand out which is spelt wrong. It also can indicate punctuation and grammar. You can also ask a colleague to proof read and check your work as they may find errors you have over looked.

It is vital to store information securely for Data Protection. This stops it's been disclosed to third parties without permission. Making sure computers and files are password protected and passwords are change regularly.

Storing documents safely also allows you to retrieve them easily, this then saves time. 3. 6 - Explain the purpose of confidentiality and data protection when preparing comments Making sure you protect someone's privacy and comply with legal obligations.

You can do this by keeping information on your desk safely put away and passwords can be used so other people cannot access private information. 3. 7 - Explain the purpose and benefits of meeting deadlines The purpose of meeting a deadline is your colleagues or Manager may be waiting for the information to send out to a perspective customer. The benefit of meeting a deadline is that you may win some contracts, this can lead to more business and profit for the organization.