

these types of documents because it splits up the data/text and the shorter lines make it easier for people to read. So then a wide range of people can read it without difficulty.

Paragraphs are used in reports, letters, e-mails etc. Each paragraph usually covers one topic or which makes it easier for the reader to know how many topics there are and to find the topic they want to read. Also they are used at a change of place/time or when someone's speaking etc. so the reader knows when the text is changing.

Tables can be commonly used in many different documents mainly to show a range of information that may need to be split up into different sections like time (AM and PM), place/location, persons, day/week/months etc. This would make it a lot easier to find and read to information without having to read through a lot as the table separates the information.

Bullet points are also used in many different documents that may need to show only bits of important, like leaflets, posters and flyers. These documents have limited text space, especially if there are images on there. So the bullet points are very useful to get across the key points of information that needs to be shown.

These ways of presenting information can be presented in different formats too. Like bold, underline and italic, usually to show key information, important notices and titles/subtitles. Colours and different font styles mainly to attract attention to advertise/promote businesses or sessions/playgroups.

1.3 Explain the purpose and benefits of producing high quality and attractive documents:

The purpose of producing attractive documents is so that it gives a good impression of the organization and it catches the eye of our audience. It has to be colourful, eye catching and with all required information because then it gets people's attention and if it is not good it looks like our organization does not care and does not put in effort. When I create leaflets/posters I make them as good and interesting as I can because it does get people's attention and promotes the organization, it also shows other staff that I put effort into the leaflets and the organization reputation.

The benefits of creating these documents are that it gets people to attend the sessions and play groups that we run. It also gives a good reputation of the organization as they aren't 'tacky', and it shows my manager and supervisor that I put effort into what I do. So it also gives me a good reputation.

2. Know the resources and technology available and how to use them when producing documents in a business environment

2.1 Describe the types of resources available for producing high quality and attractive documents:

First of all, to create the document I could use Microsoft Publisher. I could use the features on that to create my document, like bold, underline, italic, colours, shapes, different fonts, font sizes, images, ClipArt, call outs, fill effects, highlighters, tables, textbox, bullet points, headers and footers, WordArt etc.

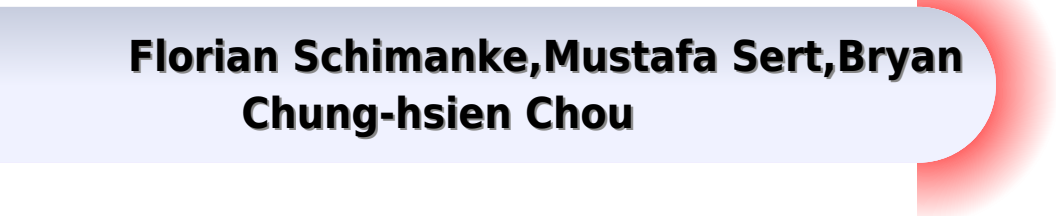
When I have finished creating my document I would use the printer using high quality ink and paper. I would also use the laminator to protect the documents from certain damages and to make it last longer and appear more attractive.

A scanner is also available for me to use when I want to insert images or other printed documents onto my current document. See 2.3

2.2 Outline ways of using different resources to produce documents:

Unit 212 Produce Documents

**Florian Schimanke, Mustafa Sert, Bryan
Chung-hsien Chou**



Unit 212 Produce Documents:

Unit 212 Produce Documents Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Unit 212 Produce Documents**," published by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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