



---

## Word - Advanced

---

Day 1 of this course is Day 2 of our *Word – Intermediate* course.

National Competency Standard (BSB)  
BSBITU401 Design and develop complex text documents

### Objectives

This course teaches how to produce long documents with a wide range of complex layouts and formats, use automatic numbering systems, import data from other applications, work on documents with others, automate word processing operations, produce complex automated business documents including complex mail merges, and work with graphics.

### Pre-Requisites

Those attending this course should be competent in the use of Microsoft Word, as covered in NDA's Introductory Word course.

### Duration

Two days.

### Course Outcomes

1. Create and modify long documents efficiently by using styles, outlines and templates.
2. Create an automatic table of contents.
3. Salvage badly word processed documents produced by others.
4. Create a variety of document layouts by using sections and section breaks.
5. Use footnotes and endnotes.
6. Use automatic numbering and cross referencing by using fields.
7. Produce documents in cooperation with others
8. Embed charts and tables produced in other programmes.
9. Create custom automated templates using macros, fields and AutoText.
10. Create the full range of tables and on-line forms.
11. Perform advanced mail merges, including merge to fax and e-mail.
12. Create desk top published documents incorporating pictures, clip art, WordArt and scanned images.

### Optional Assessment

**This is a nationally recognised training program.** Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency outlined above (additional fee applies – please enquire when you book). Participants who choose not to be assessed will receive a Certificate of Attendance. Exercises completed during the course will be used as evidence towards unit competency.

## Course Content

### DAY 1

#### Formatting with Styles

- Quick Styles
- Applying Existing Styles
- Modifying Existing Styles
- Creating new Styles
- Deleting Styles
- Style Inheritance
- Style Sequencing
- Assigning shortcut keys
- Other Settings
- The Organizer
- Other Types of Styles

#### Creating Templates

- Template Locations
- The Default Template
- Creating New Templates
- Using Templates from within Word
- Modifying Templates
- Saving Templates to other locations

#### Working with Maps and Outlines

- Document Map
- Outline View
- Reorganising the Outline
- Promoting and Demoting

#### Multisection Documents

- Section Breaks
- Formatting a Single Section
- Automatic Section Breaks
- Headers and Footers with Sections
- Columns

#### Repairing Documents

- Common Formatting Mistakes
- Removing Direct formatting
- Removing Superfluous Characters
- Other Techniques

#### Indexes and References

- Table of Contents
- Automatic Numbering with Captions
- Table of Figures
- Footnotes
- Cross References
- Indexing

#### Linking and Embedding

- Linking to Excel
- Embedding an Excel Spreadsheet
- Hyperlinks

#### Working Collaboratively

- The Review Tab on the Ribbon
- Different Views
- Assessing Changes
- Working with Multiple Copies

### DAY 2

#### Fields

- Inserting Fields
- Managing Fields
- A few Useful Fields
- Not so Useful Fields

#### Macros

- Macro Security
- Macro File Types
- Developer Mode
- Recording a Macro
- Replaying a Macro
- Creating a Macro in the VB Editor
- Editing a Macro
- Assigning Macros to Buttons and Shortcut Keys

#### Customising the Quick Access Toolbar and Ribbon

- The Quick Access Toolbar
- Arranging Commands on the Toolbar
- Adding and Customising a Macro Button
- Customising Button Icons
- Keyboard Shortcuts
- Customising the Ribbon

#### Advanced Tables

- Free Form Tables
- Cell Properties
- Row and Column Properties
- Table Properties

- Calculations
- Sorting
- Converting from Text

#### Word Forms

- Accessing Forms Controls
- Rich Text
- Plain Text
- Picture
- Building Block Gallery
- Combo Box
- Drop-Down List
- Date Picker
- Check Box
- Protecting the Form

#### Mail Merge

- The Mailings Ribbon Tab
- Form Letters
- Mailing Labels
- Creating a new Data Document
- Customising the Database
- Filtering Recipients
- Conditional Fields

#### Graphics

- Creating and Manipulating Objects
- Graphics Components
- Object Properties
- Layering
- Grouping
- Alignment and Distribution