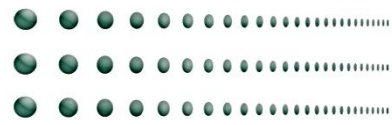




RT0 provider code: 60034

Business Skills
IT Solutions
Qualifications



Word - Advanced

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

National Competency Standard (ICT):

BSBITU401 Design and develop complex text documents

Course 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

2 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(s) of competency outlined above (additional fee applies – please enquire when you book). Exercises completed during the course will be used as evidence towards unit competency. Participants who choose not to be assessed will receive a Certificate of Attendance.

Word - Advanced

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