
Word – Advanced

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

National Competency Standard (BSB07):
BSBITU401A 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

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 of competency outlined above (additional fee applies). Participants who choose not to be assessed will receive a Certificate of Attendance. The case study assignment is completed in the participant's own time.

Course Content

DAY 1

Styles

- Styles and Formatting
- Applying Existing Styles
- Modifying Existing Styles
- Creating New Styles
- Deleting Styles
- Style Inheritances
- Style Sequencing
- Assigning Shortcut keys
- Other Settings

Creating Templates

- Template Locations
- 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 manual 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 Reviewing Toolbar
- 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
- Recording a Macro
- Replaying a Macro
- Creating a Macro in the VB Editor
- Editing a Macro
- Assigning Macros to Menus, Toolbars and Keyboard Shortcuts

Customising menus and toolbars

- Creating a New Toolbar
- Arranging Commands on a Toolbar
- Adding and Customising a Macro Button
- Customising Button Icons
- Creating a New Menu

Advanced Tables

- The Tables and Borders Toolbar
- Freeform Tables
- Cell Properties
- Row and Column Properties
- Table Properties
- Calculations
- Converting from Text

On Line Forms

- The Forms Toolbar
- Text Boxes
- Check Boxes
- Drop-Down Lists
- Protecting the Form
- Extracting Data

Mail Merge

- The Mail Merge Wizard
- Form Letters
- Mailing Labels
- Creating a new Data Document
- Customising the Database
- Filtering Recipients
- The Mail Merge Toolbar
- Conditional Fields

Graphics

- The Drawing Toolbar
- Creating and Manipulating Objects
- Building Blocks
- Object Properties
- Layering
- Grouping
- Alignment and Distribution