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# Word - Intermediate

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

National Competency Standard (BSB07):  
BSBITU306A Design and produce business documents



## Objectives

Upon completion of this course, attendees will be able to produce documents with a wide range of complex layouts and formats and work with long documents.

## Pre-Requisites

Those attending this course should have Word skills equivalent to NDA's *Word Basics* course.

## Duration

2 Days.

## Course Outcomes

1. Use AutoCorrect, AutoText and AutoFormat.
2. Use headers and footers.
3. Find and replace text
4. Create simple tables.
5. Use the full range of paragraph bullet, number, border and shading techniques.
6. Create and modify long documents efficiently by using styles, outlines and templates.
7. Create an automatic table of contents.
8. Salvage badly word processed documents produced by others.
9. Create a variety of document layouts by using sections and section breaks.
10. Use footnotes.
11. Use automatic numbering and cross referencing by using fields.
12. Embed charts and tables produced in other programmes.
13. Produce documents in cooperation with others.

## Course Content

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### DAY 1

#### Pre-Course Review

- Preliminary Exercise

#### AutoCorrect, AutoText and AutoFormat

- AutoCorrect
- Adding entries
- Formatted AutoCorrect
- Deleting entries
- Editing entries
- The AutoText toolbar
- Selecting an entry
- Storing a new entry
- Deleting and modifying entries
- AutoFormat as you type
- AutoFormat after you type

#### Find and Replace

- Simple Find
- Selective Find and Replace
- Find and Replace All
- Other Options
- Formatting
- Special Characters

#### Headers and Footers

- Viewing the Header and Footer Area
- Single Header and Footer Document
- Different First Page
- Different Odd and Even

#### Tabs and Tables

- Tab Stops
- Leader Tabs
- Inserting a new table
- Entering Text into a table
- Selecting Table Contents
- Resizing Columns
- Adding columns and rows
- Merging Cells
- Splitting Cells
- Table AutoFormat

#### Paragraph Formatting

- Indents and spacing
- Line and page breaks

#### Outline Numbering

- Outline Numbering
- Customisation

## DAY 2

### 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