



Word - Intermediate

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 (BSB):

BSBITU303 Design and produce text documents

BSBITU306 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

Two 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.

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

Review of Basic Skills

- Lab 1 – Review of basics
- Summary

Autocorrect, Autotext and Autoformat

- Autocorrect
- Autotext
- AutoFormat

Find and Replace

- Simple Find
- Advanced 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
- Tables

Paragraph Formatting

- Paragraph Formatting

Multilevel Numbering

- Multilevel Numbering

DAY 2

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