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## Word - Introductory

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Day 1 of this course is our *Word – Basics* course.

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

National Competency Standard (BSB)

BSBITU201 Produce simple word processed documents

Upon completion of this course, attendees will be able to produce a wide range of short and medium size business documents in an efficient manner.

### Pre-Requisites

Those attending this course should be familiar with personal computers and be competent in the use of the keyboard and mouse.

### Duration

Two days.

### Course Outcomes

1. Create, save and print a word processed document.
2. Format and edit short documents.
3. Proof and preview completed documents.
4. Print documents.
5. Use the built-in templates and wizards.
6. Use AutoCorrect, AutoText and AutoFormat.
7. Use headers and footers.
8. Find and replace text
9. Create simple tables.
10. Use the full range of paragraph bullet, number, border and shading techniques.

### 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

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### DAY 1

#### Course Overview

- General Outline
- Prerequisites
- Specific Objectives
- Software Versions
- Methodology Used in the Exercises

#### File and Window Management

- Starting Word
- The Office Ribbon
- Creating a New Blank Document
- Saving a Document
- Closing a Word Document
- Opening an Existing Document
- Using Save As
- Exiting Word

#### Text Entry and Editing

- Entering Text
- Moving through a Document
- Inserting New Text
- Selecting Text
- Cut and Paste
- Copy and Paste
- Undo and Redo

#### Font and Basic Paragraph Formatting

- Font
- Font Size
- Font Colour
- Bold, Italic and Underline
- Formatting using the Font Dialog
- Paragraph Alignment

#### Basic Indents and Lists

- Margins and Indents
- Unordered (Bulleted) Lists
- Ordered (Numbered) Lists

#### Borders and Shading

- Paragraph and Text Borders
- Page Borders
- Shading
- Horizontal Line

#### Proof Reading and Printing

- Spelling and Typographical Errors
- Different Views
- Printing

### DAY 2

#### Review of Day 1

#### 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