
Word – Introductory

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 (BSB07):
BSBITU306A Design and produce business documents



Objectives

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

2 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). 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

Course Overview

- General Outline
- Prerequisites
- Specific Objectives
- Software Version
- Methodology used in the Exercises

File and Window Management

- Starting Word
- 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

Basic Font and Paragraph Formatting

- Font
- Font Size
- Font Colour
- Bold, Italic and Underline
- Font formatting using the menu
- Paragraph Alignment

Basic Indents and Lists

- Margins and indents
- Unordered (bulleted) Lists
- Ordered (numbered) Lists
- Applying lists with the menu

Borders and Shading

- Paragraph and text borders
- Page borders
- Shading
- Horizontal lines

Proof Reading and Printing

- Spelling and Typographical Errors
- Autocorrect
- Automatic Spell Check
- Manual Correct
- Different Views
- Normal View
- Print preview
- Zoom
- Thumbnails
- Reading layout
- Printing

Revision

- Review Exercises

DAY 2

Review of Day 1

- Review Exercises

AutoCorrect, AutoText and AutoFormat

- AutoCorrect
- Adding entries
- Formatted AutoCorrect
- Deleting entries
- Editing entries
- AutoText
- 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 and deleting columns and rows
- Merging Cells
- Splitting Cells
- Table AutoFormat

Paragraph Formatting

- Indents and spacing
- Line and page breaks

Outline Numbering

- Outline Numbering
- Customisation

Revision

- Review Exercises