



Word Mastery - Word Advanced

NDA TRAINING TASMANIA

RTO Provider : 60034

Course Cost - \$700

Duration - 2 Days

Locations

- Hobart
- Launceston
- Ulverstone

Course Dates

Course dates can be found on the training calendar on the NDA website. If you can't find a suitable date, email: bookings@nda.com.au

Private Training

This training can be delivered as a private course for your organisation and can be customised for your needs. The training can be delivered either on-site or at NDA premises.

Please contact us for further information and to be provided with a quote.

More Information

Phone: 03 6334 4910

Email: bookings@nda.com.au

Web: www.nda.com.au

BOOK

ENQUIRE

WEBSITE

Unit Code:

BSBTEC401 – Design and produce complex text documents

Course Objectives

This course teaches how to produce long documents with a wide range of complex layouts and formats and to produce complex business documents including mail merges, and graphics.

Learning Outcomes

Formatting with Styles

- Applying, modifying, creating and deleting styles
- Style Inheritance and sequencing
- Assigning shortcut keys and settings

Creating Templates

- Creating, using and modifying templates

Working with Maps and Outlines

- Document Map navigation
- Reorganising the Outline
- Promoting and Demoting

Multi Section Documents

- Section Breaks
- Headers and Footers with Sections
- Columns

Repairing Documents

- Removing Direct formatting
- Removing Superfluous Characters

Indexes and References

- Table of Contents
- Automatic Numbering
- Table of Figures
- Footnotes
- Cross References
- Indexing

Linking and Embedding

- Linking and embedding Excel
- Hyperlinks

Fields

- Inserting and managing Fields

Customising the Quick Access Toolbar and Ribbon

- Arranging Commands on the Toolbar
- Customising Button Icons
- Keyboard Shortcuts

Advanced Tables

- Table element properties
- Calculations, sorting and converting from text

Word Forms

- Adding and customising controls
- Protecting the Form

Mail Merge

Form Letters and mailing labels
Filtering Recipients
Conditional Fields

Graphics

Creating and Manipulating Objects

Optional Assessment - \$195 per unit

This course is part of 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 aligned to the training course.

Exercises and activities completed during the course will be used as evidence towards unit competency.

Participants who choose not to be assessed will receive a Certificate of Attendance.