Word Smart - Word Essentials

NDA TRAINING TASMANIA

RTO Provider : 60034

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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.

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More Information

Phone: 03 6334 4910
Email: bookings@nda.com.au
Web: www.nda.com.au

> **BOOK**

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Unit Codes:

BSBTEC301 – Design and produce business documents (partial)
BSBTEC201 – Use business software applications (partial)
Note: both units require enrolment in Excel Introductory (Day 1 only)

Course Objectives

In this course, you will learn to produce documents with a wide range of complex layouts and formats and work with long documents.

Learning Outcomes

Autocorrect, AutoText and Autoformat
- Autocorrect, AutoText, AutoFormat

Find and Replace
- Simple and advanced find and replace
- Find and Replace All
- Formatting and special characters

Headers and Footers
- Single Header and Footer Document
- Different First Page, odd and even

Tabs and Tables
- Tab Stops, leader tabs and tables

Paragraph Formatting
- Alignment, indentation and spacing
- Line breaks and page breaks
- Special characters

Multilevel Numbering
- Applying multilevel numbering
- Customising multilevel numbering

Formatting with Styles
- Applying Existing Styles
- Modifying Existing Styles
- Creating and deleting styles
- Style Inheritance and sequencing

- Assigning shortcut keys
- Other Types of Styles

Creating Templates
- Creating, modifying and saving templates

Maps and Outlines
- Document Map
- Reorganising the Outline
- Promoting and Demoting

Multi Section Documents
- Section Breaks
- Formatting a Single Section
- Headers and Footers with Sections
- Columns

Repairing Documents
- Removing Direct formatting
- Removing Superfluous Characters

Indexes and References
- Table of Contents and table of figures
- Automatic Numbering
- Footnotes, cross references and Indexing

Linking and Embedding
- Linking and embedding Excel
- Hyperlinks

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.