



NDA

TRAINING TASMANIA

nurture - develop - achieve

Word Essentials

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:

www.nda.com.au

If there are no dates listed, please email:

bookings@nda.com.au

to express interest in the course.

More Information

For more information on any of our courses or services please email:

bookings@nda.com.au

or visit the NDA website at:

www.nda.com.au

National Competency Standard

There are no units of competency associated with this course

Prerequisites

Skills equivalent to NDA's MS Office Essentials course

Course 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.

Learning Outcomes

- Use AutoCorrect, AutoText and AutoFormat
- Use headers and footers
- Find and replace text
- Create simple tables
- Use the full range of paragraph bullet, number, border and shading techniques
- Create and modify long documents efficiently by using styles, outlines and templates
- Create an automatic table of contents
- Salvage badly word-processed documents produced by others
- Create a variety of document layouts by using sections and section breaks
- Use footnotes
- Use automatic numbering and cross referencing by using fields
- Embed charts and tables produced in other programmes
- documents in cooperation with others

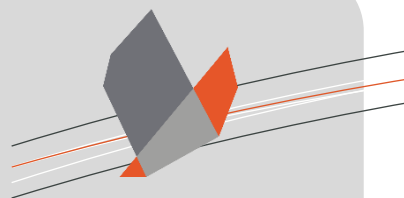
Optional Assessment

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.

PER UNIT FEE: \$195



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Word Essentials Course Content

RTO Provider:60034

NDA Launceston

Level 1, 65 St John Street
Launceston TAS 7250
03 6334 4910

NDA Hobart

Level 3, 110 Collins Street
Hobart TAS 7000
03 6224 2660

NDA North West

4B, 21 Alexandra Road
Ulverstone TAS 7315
03 6423 4547

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.

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

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, odd and even

Tabs and Tables

- Tab Stops
- Leader Tabs
- Tables

Paragraph Formatting

- Alignment
- Indentation
- Spacing
- Line and page breaks
- Special characters

Multilevel Numbering

- Applying multilevel numbering
- Customising multilevel numbering

Formatting with Styles

- Applying Existing Styles
- Modifying Existing Styles
- Creating new Styles
- Deleting Styles
- Style Inheritance
- Style Sequencing
- Assigning shortcut keys
- Other Types of Styles

Creating Templates

- Creating New Templates
- Modifying Templates
- 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
- 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