



# NDA

TRAINING  
TASMANIA  
RTO Provider Code: 60034

## Word - Intermediate

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

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

National Competency Standard (ICT):

BSBITU313 Design and produce digital text documents

BSBITU306 Design and produce business documents

### 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.

### Pre-Requisites

Those attending this course should have Word skills equivalent to NDA's Word Basics course.

### Duration

2 Days

### Course Outcomes

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|---|---|
| <ol style="list-style-type: none"><li>1. Use AutoCorrect, AutoText and AutoFormat.</li><li>2. Use headers and footers.</li><li>3. Find and replace text</li><li>4. Create simple tables.</li><li>5. Use the full range of paragraph bullet, number, border and shading techniques.</li><li>6. Create and modify long documents efficiently by using styles, outlines and templates.</li><li>7. Create an automatic table of contents.</li><li>8. Salvage badly word-processed documents produced by others.</li></ol> | <ol style="list-style-type: none"><li>9. Create a variety of document layouts by using sections and section breaks.</li><li>10. Use footnotes.</li><li>11. Use automatic numbering and cross referencing by using fields.</li><li>12. Embed charts and tables produced in other programmes.</li><li>13. Produce documents in cooperation with others.</li></ol> |
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### 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(s) of competency outlined above (additional fee applies – please enquire when you book). Exercises 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.

# Word - Intermediate

## Course Content

### DAY 1

#### Review of Basic Skills

- Lab 1 – Review of basics
- Summary

#### 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

### DAY 2

#### Formatting with Styles

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

#### Creating Templates

- Template Locations
- The Default Template
- Creating New Templates
- Using Templates from within Word
- Modifying Templates
- Saving Templates to other locations

#### Working with Maps and Outlines

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

#### Multisection Documents

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

#### Repairing Documents

- Common Formatting Mistakes
- 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

#### Working Collaboratively

- The Review Tab on the Ribbon
- Different Views
- Assessing Changes
- Working with Multiple Copies