



NDA

TRAINING TASMANIA

RTO Provider Code: 60034

Word - Introductory

Day 2 of this course is Day 1 of our Word – Intermediate course.

National Competency Standard (ICT):
BSBITU211 Produce digital documents

Course 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(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.

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Course Content

DAY 1

Course Overview

- General Outline
- Prerequisites
- Specific Objectives
- Software Versions
- Methodology Used in the Exercises

File and Window Management

- Starting Word
- The Office Ribbon
- 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 and Redo

Font and Basic Paragraph Formatting

- Font
- Font Size
- Font Colour
- Bold, Italic and Underline
- Formatting using the Font Dialog
- Paragraph Alignment

Basic Indents and Lists

- Margins and Indents
- Unordered (Bulleted) Lists
- Ordered (Numbered) Lists

Borders and Shading

- Paragraph and Text Borders
- Page Borders
- Shading
- Horizontal Line

Proof Reading and Printing

- Spelling and Typographical Errors
- Different Views

- Printing

DAY 2

Review of Day 1

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