Design Business Documents

Course Cost

$ 350

Duration

1 Day

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

BSBTEC301 – Design and produce business documents

Prerequisites

Those attending this course should be familiar with personal computers and be competent in the use of the keyboard and mouse.

Course Objectives

Upon completion of this course, attendees will be able to design, create and print simple word-processed documents, spreadsheets and communicate by email.

Learning Outcomes

- Produce a variety of business documents in two or more applications
- Format basic text
- Use text frames for page layout
- Insert and manipulate pictures
- Work with graphic objects
- Insert, manipulate and format tables
- Working with multiple objects
- Use guides, tools and views
- Explore designs and templates

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
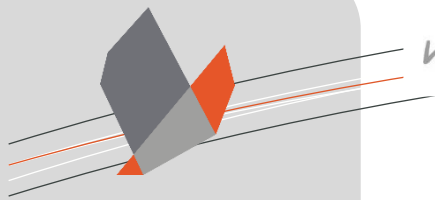
RTO Provider:60034

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.

Introduction To Word & Publisher
- What is Word?
- What is Publisher?
- Application Management
- Document Management and Navigation
- The interface
- Multiple pages
- Page views

Formatting Text
- Font
- Font Size
- Font Colour
- Bold, Italic and Underline
- Other Font Settings
- Formatting Using the Font Dialog
- Font
- Advanced tab
- Paragraph Alignment

Text Frames
- Creating a New Text Frame
- Manipulating Text Boxes
- Importing Text
- Columns
- Linked Text Boxes

Pictures
- Inserting a Picture
- Substituting and Deleting a Picture
- Cropping

Other Graphic Objects
- Shapes
- WordArt
- Building Blocks

Tables
- Inserting a New Table
- Entering Text
- Selecting Table Contents
- Resizing Columns
- Adding and Deleting Columns and Rows
- Merging Cells
- Splitting Cells
- Table Styles

Working with Objects
- Layering
- Grouping and Ungrouping
- Aligning Multiple Objects
- Text Wrap

Guides, Tools and Views
- Margins
- Grid Guides
- Ruler Guides
- Align to
- The Measurement Toolbar
- Rulers

Designs and Templates
- Special Folds and Layouts
- Publication Types
- Design Schemes
- Colour schemes
- Font schemes
- Backgrounds

Proofreading and Printing
- Spelling and Typographical Errors
- Autocorrect
- Automatic check
- Manual proofreading
- Printing

The Completed Project
- Exercises