



# NDA

# TRAINING TASMANIA

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## Word Advanced

### 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](http://www.nda.com.au)

If there are no dates listed, please email:

[bookings@nda.com.au](mailto: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](mailto:bookings@nda.com.au)

or visit the NDA website at:

[www.nda.com.au](http://www.nda.com.au)

### National Competency Standard

BSBTEC401 – Design and produce complex text documents

### Prerequisites

Skills equivalent to NDA's Introductory Word course.

### Course Objectives

This course teaches how to produce long documents with a wide range of complex layouts and formats and to produce complex business documents including mail merges, and graphics.

### Learning Outcomes

- 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 and endnotes
- Use automatic numbering and cross referencing by using fields
- Embed charts and tables produced in other programs
- Create custom automated templates using macros, fields and AutoText
- Create the full range of tables and on-line forms
- Perform advanced mail merges
- Create desk top published documents incorporating pictures, clip art, WordArt and scanned images

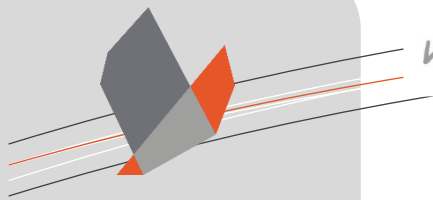
### Optional Assessment

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 Advanced 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.

#### Formatting with Styles

- Applying, Modifying, Creating and Deleting styles
- Style Inheritance and sequencing
- Assigning shortcut keys and settings

#### Creating Templates

- Creating, using and modifying templates

#### Working with Maps and Outlines

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

#### Multi Section Documents

- Section Breaks
- 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 and embedding Excel
- Hyperlinks

#### Fields

- Inserting and managing Fields
- Useful and not so useful Fields

#### Macros

- Macro Security and file types
- Recording, replaying, writing and editing macros
- Assigning Macros to Buttons and Shortcut Keys

#### Customising the Quick Access Toolbar and Ribbon

- Arranging Commands on the Toolbar
- Adding and Customising a Macro Button
- Customising Button Icons
- Keyboard Shortcuts
- Customising the Ribbon

#### Advanced Tables

- Table, row, column and Cell Properties
- Calculations, sorting and converting from text

#### Word Forms

- Adding and customising controls
- Protecting the Form

#### Mail Merge

- The Mailings Ribbon Tab
- Form Letters
- Mailing Labels
- Creating a new Data Document
- Customising the Database
- Filtering Recipients
- Conditional Fields

#### Graphics

- Creating and Manipulating Objects
- Graphics Components
- Object Properties
- Layering
- Grouping
- Alignment and Distribution