

# Microsoft Word

## Intermediate

BSBITU303 - Design and produce text documents  
Nationally Endorsed Industry Competency

Darwin

**Human Resource &  
Computer Academy**

*training for your future*

### GENERAL INFORMATION

#### Duration

2 Half Days

#### Cost

\$425 *GST-free*  
Includes training manual

#### Prerequisite

Experience with Windows Operating System and must have completed a Word Introductory Course.

#### Objectives

To provide a thorough understanding of the comprehensive concepts and skills that will enable the participant to effectively use Microsoft Word at an intermediate level.

#### Methodology

Group and individual instruction, hands on practical exercises, visual aids, comprehensive course documentation.

#### Competency Assessment

This will be issued to trainees upon completion of training session.

#### Expected Outcome

By the end of the course the participant should be able to use the following functions and features of Microsoft Word.

### CONTENT

#### Review Introduction Features

#### Enhancing your Document

- Indenting Text
- Creating Tables
- Headers and Footers
- Heading Styles

#### Mail Merge

- Creating a Data Source
- Working with the Data Source
- Creating the Main Document
- Performing the Merge
- Conditional Merging
- Merging to Envelopes
- Merging to Labels

#### Word Templates and Fields

- Existing Templates
- Creating a Template
- Using Fields in Templates

#### Desktop Publishing

- WordArt
- Inserting Columns
- Inserting Pictures
- Inserting a Page Border
- Printing Options

COURSE OUTLINE

COURSE OUTLINE

*For bookings contact us on:*

**Tel: (08) 8941 2344**

**Fax: (08) 8941 0141**

**Training@dhrca.com**

**www.dhrca.com**

**RTO # 6893**



NATIONALLY RECOGNISED  
TRAINING

Suite 2/2 Shepherd Street, Darwin  
GPO Box 1815, Darwin, NT 0801

V3.1 ©