

Microsoft Word

Complex Documents

ICTICT308 - Use advanced features of computer applications
Nationally Endorsed Industry Competency

Darwin

**Human Resource &
Computer Academy**

training for your future

GENERAL INFORMATION

Duration

2 Half Days

Cost

\$445 GST- Exempt
Includes \$45 training manual

Prerequisite

Completed a Word Intermediate Course.

Objectives

To provide a thorough understanding of more complex and advanced features of Microsoft Word, enabling the user to create more effective complex documents in the workplace

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.



For bookings contact us on:

Tel: (08) 8941 2344

Fax: (08) 8941 0141

Training@dhrc.com

www.dhrca.com

RTO # 6893

COURSE OUTLINE

Importing Overview

- Inserting a Microsoft Word Document
- Embedding an Object
- Linking Data
- Hyperlinking Data

Microsoft Word Customisation

- Customising the Saving Options
- Password Protecting
- Customising the Quick Access Toolbar or Toolbars

Document Control Techniques

- Advanced Styles
- Section Breaks
- Advanced Headers and Footers
- Using Headers and Footers with Sections

Microsoft Word Macros

- Recording Macros

Templates

- Creating Templates
- Advanced Customisation

Referencing Features

- Footnotes and Endnotes
- Bookmarks
- Captions
- Cross Referencing
- Indexes
- Table of Contents
- Updating References

Theory of Complex Documents

- Pros and Cons of Complex Documents
- Document Considerations
- Tips and Tricks

Master and Subdocuments

- Creating the Subdocuments
- Creating the Master Documents
- Inserting Subdocuments
- Subdocuments and Sections

Formatting Master Documents

- Headers and Footers
- Table of Contents
- Working in Outline View

Printing

- Printing from a Master Document

COURSE OUTLINE