

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

\$445 GST- Exempt
Includes \$45 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

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For bookings contact us on:

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