

Design & Develop Text Documents Using Microsoft Word 2000

General Description	This course aims to increase your productivity by providing the skills and knowledge to design & develop professional text documents.
Learning Outcomes	<p>At the completion of this courseware participants will be able to:</p> <ul style="list-style-type: none"> • create headings using formatting and styles • create, modify and apply paragraph styles • identify and apply all of the different section breaks available in Word • create and modify headers and footers • create and format columns on one or more pages • indent paragraphs using four different methods • use AutoCorrect, AutoText, AutoComplete and AutoFormatting • insert, edit format and layout a graphic • insert and work with graphics • use Word's table drawing features to create tables • create a simple design using the drawing tools • use the more advanced drawing commands and features • add comments, hide text, insert codes and print special information • create and use customised templates to suit your needs • use the Mail Merge helper to merge data with a letter • create single or multiple mailing labels • create and work with document outlines • paste, embed and link imported data.
Target Audience	This course is intended for people who wish to complete the requirements for the unit BSBADM304A - Design and Develop Text Documents.
Prerequisites	This course is designed for participants with some basic knowledge of Word 2000. Ideally participants would have completed BSBCMN213A - Produce Simple Word Processed Documents.
Pages	18 chapters, 288 pages, and 39,595 words!
Approx* Duration	103 exercises. Anticipated duration* of 17.2 hours. Course files can be downloaded from our web site at www.watsoniapublishing.com .
Methodology	A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.
Companion Publications	Watsonia Publishing produce a wide range of other training related publications and products. Please visit our web site at www.watsoniapublishing.com for more details.

** Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Tuesday, December 02, 2003 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice*



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