

Design And Develop Text Documents

BSBADM304A – Using Microsoft Word 2000

General Information

General Description:

This course aims to increase your productivity by providing the skills and knowledge to use the advanced features of Microsoft Word 2000 to create a range of text based documents.

Learning Outcomes:

At the completion of this courseware participants will be able to:

- understand basic design and layout techniques
- use some the automated features of Word 2000
- work with document templates
- create, modify and attach styles
- use sections and headers and footers to control longer documents
- apply borders and shading
- use indenting and control paragraph and line spacing
- create bookmarks, footnotes, endnotes and tables of authority
- use the 4 step merge process to merge a data source to documents or mailing labels
- import from another application such as Excel or Access
- draw freehand tables and control table functions such as merged cells, gridlines, text wrapping and text direction
- insert a graphic
- use the drawing tools to create freehand objects and shapes
- use captions and text boxes
- use the more advanced print options to print comments and hidden files etc
- understand relevant health and safety issues relating to computer usage

Target Audience:

This course is intended for people who wish to use the advanced features of Microsoft Word 2000 to create a range of documents.

Prerequisites:

This course is designed for participants with a basic knowledge of the software. Ideally participants will have completed INF201 Produce Simple Documents – Word 2000

Statistics:

18 chapters, and 160 pages.

Approx* Duration:

106 exercises. Anticipated duration* of 18 hours

Course Files:

Course files are available for this courseware and can be downloaded free of charge from 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 create a range of text based documents.

Resource Sequence:

INF201 BSBCMN213A Word 2000 - Produce Simple Documents
INF202 BSBADM304A Word 2000 - Design & Develop Text Documents
INF203 BSBADM402A Word 2000 - Complex Business Documents
INF204 BSBCMN306A Word 2000 - Produce Business Documents

** Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants.*

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1. Document Design & Layout

1. Creating Organisational Documents
2. Document Design
3. Understanding White Space
4. Understanding Typeface
5. Understanding Visual Elements
6. Understanding Rules and Borders
7. Understanding Headings
8. Understanding Page Layout
9. Document Naming Conventions
10. Document Tips And Traps

2. Using Word Automatics

1. Creating AutoText Entries
2. Using AutoText Entries
3. Creating AutoComplete Entries
4. Using AutoComplete Entries
5. Using AutoCorrect
6. Adding AutoCorrect Entries
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8. AutoFormatting As You Type
9. Inserting A Date That Updates
10. Inserting Automatic Page Numbering

3. Templates

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6. Headers And Footers

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7. Borders And Shading

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2. Adjusting Border Styles And Weights
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5. Performing A Merge
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9. Splitting Cells
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14. Working With Drawings

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15. Captions

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3. Adjusting Text Box Layout
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18. General Computer Usage

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2. Disabling The Office Assistant
3. Using Help Contents
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5. Using The Help Index
6. Setting Up An Ergonomic WorkStation
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8. Minimising Paper Wastage
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10. Performing Simple Backups
11. Electronic File Management
12. Managing File Folders
13. Creating A Quick File Register

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