

# Produce Complex Business Documents

## BSBADM402A – Using Microsoft Word 2000

### General Information

#### General Description:

This course aims to increase your productivity by providing the skills and knowledge to use Microsoft Word 2000 to create a range of complex and intricate documents.

#### Learning Outcomes:

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

- understand the basic principles of document design and layout
- modify a document template
- create index entries, page numbers and table of contents entries
- use section to layout a document
- create a master document and control the subdocuments
- insert headers and footers
- import from another application such as Excel or Access
- use the more advanced merge functions
- insert and format WordArt
- use the drawing tools to create 3D effects, shadows and fills
- attach captions to text or drawing objects
- create document information, FILLIN and formula fields
- create electronic forms using drop lists, tick boxes etc
- create, edit and delete macros and attach them to the toolbar or menu system
- review your documents using highlighting and comments and track the changes
- creating password protected, write protected and read only documents
- understand relevant health and safety issues relating to computer usage

#### Target Audience:

This course is intended for people who wish to create a range of complex business documents using Word 2000.

#### Prerequisites:

This course is designed for participants with a basic knowledge of word processing software. Ideally participants will have completed INF201 Produce Simple Documents and/or INF204 Produce Business Documents for Word 2000.

#### Statistics:

18 chapters, and 152 pages.

#### Approx\* Duration:

115 exercises. Anticipated duration\* of 19.5 hours

#### Course Files:

Course files are available for this courseware and can be downloaded free of charge from [www.watsoniapublishing.com](http://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 complex and intricate 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. This information sheet was produced on Tuesday, September 09, 2003 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice*



Publisher Details

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## BSBADM402A – Using Microsoft Word 2000

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