

Produce Business Documents

BSBCMN306A – 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 business documents.

Learning Outcomes:

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

- understand basic design and layout techniques
- use the document spell checker and Thesaurus
- create, modify and attach styles
- create index entries, page numbers and table of contents entries
- use section to layout a document
- use columns
- use the 4 step merge process to merge a data source to documents or mailing labels
- create and modify tables and control table functions such as merged cells, gridlines, text wrapping and text direction
- work with document templates
- apply heading styles
- use sections to change the layout
- insert headers and footers
- 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 business documents using Word 2000.

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:

13 chapters, and 112 pages.

Approx* Duration:

79 exercises. Anticipated duration* of 13.5 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 business 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. Document Naming Conventions
2. Creating Organisational Documents
3. Understanding Headings
4. Document Design

2. Document Proofing

1. Spell Checking A Document
2. Grammar Checking A Document
3. Using The Thesaurus
4. Setting A Different Language
5. Setting Australian As The Default Language

3. Using Styles

1. Styles
2. Applying Existing Styles
3. Creating A New Style
4. Manually Modifying A Style
5. Styles By Example
6. Automatically Modifying Styles
7. Automatically Apply Styles

4. Managing Styles

1. Copying Styles To Another Document
2. Applying Copied Styles
3. Saving A Style To The Active Template
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5. Longer Documents

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2. Navigating Using A Table of Contents
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6. Creating A Concordance File
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9. Creating An Index

6. Columns

1. Creating Columns
2. Specifying Columns Settings
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7. Merging

1. The 4 Step Merge Process
2. The Main Document
3. The Data Source
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5. Performing A Merge
6. Printing A Single Label
7. Creating A Mailing Label Main Document
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8. Table Features

1. Creating A Table From Text
2. Creating Formulas
3. Updating Calculations
4. Sorting Table Data
5. Merging Cells
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7. Table Gridlines
8. Inserting An External Table
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14. Changing Text Vertical Alignment
15. Stretching And Dragging Tables
16. Changing Text Direction
17. Creating A Repeating Header Row

9. Templates

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2. Creating A Document Based On A Template
3. Creating A New Template
4. Using A New Template
5. Modifying A Template
6. Creating A Document Based On A Wizard
7. Applying A Different Template

10. Working With Headings

1. Creating Headings By Formatting
2. Using The Format Painter
3. Applying Heading Styles
4. Numbered Headings
5. Viewing The Document Map

11. Sections

1. Inserting A Next Page Section Break
2. Inserting A Continuous Section Break
3. Controlling Odd And Even Section Breaks

12. Headers And Footers

1. Creating Headers
2. Creating Footers
3. Formatting Headers And Footers
4. Changing First Page Headers And Footers
5. Creating Odd And Even Pages
6. Creating Section Headers

13. General Computer Usage

1. Obtaining Help
2. Obtaining Help On Screen
3. Disabling The Office Assistant
4. Using Help Contents
5. Using The Answer Wizard
6. Using The Help Index
7. Setting Up An Ergonomic WorkStation
8. Rests, Breaks And Exercises
9. Minimising Paper Wastage
10. Backup Procedures
11. Performing Simple Backups - Word 2000
12. Electronic File Management
13. Managing File Folders
14. Maintaining A Printed File Register
15. Creating A Quick File Register

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