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*Discover
yourself...*

WE SPECIALISE IN

NATIONALLY RECOGNISED CERTIFICATES

- Certificate II in Business
- Certificate III in Business
 - Administration
 - Sales
 - Record Keeping
 - Frontline Management
- Certificate IV in Business
 - Administration
 - Marketing
 - Human Resources
 - Frontline Management

COMPUTER TRAINING

- Microsoft Office
- MYOB

PROFESSIONAL DEVELOPMENT

- It's Not Just a Job
- Exceptional Customer Service
- Telephone Etiquette
- Organisational Skills
- Winning Teams
- Communication in Business
- Excellence in Training
- Team Leadership

Discover us...

WHO ARE WE?

- Nationally Recognised Provider # 0653
- A division of the TOP Office Group of Companies
- Established 1989
- Queensland Owned Family Business

Microsoft Word (Advanced)

TRAINING DELIVERY MODE

E-Learning – Workshop – Customised Training

LENGTH OF STUDY

30 Hours with a maximum 2 months access to training program and support.

Training Workshop: 8 hours

Customised Training: 6 – 8 hours (tailored to suit specific requirements either on-site or at our Training Academy)

COURSE OBJECTIVE

After completing this course, participants should be able to:

- Operate advanced function keys
- Gain an appreciation of the uses of the various fonts and graphics
- Use basic mathematical procedures
- Understand the benefits of using macros
- Complete a variety of advanced word processing functions, including macros, graphics, advanced tables and labels

COURSE PRE-REQUISITES

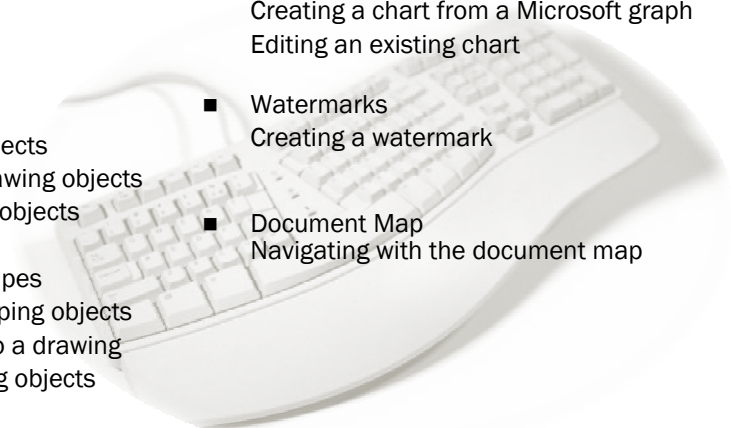
- Basic knowledge of the operating system (such as Windows 98, XP)
- Completion of Intermediate Microsoft Word (or equivalent experience)

E-Learning Pre-Requisites:

- PC installed with Windows 98 (2nd edition) operating system (minimum) and internet connection (please note that alternative arrangements can be made if there is no internet connection available)

COURSE OUTLINE

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| <ul style="list-style-type: none"> ■ Working with Large Documents <ul style="list-style-type: none"> Table of contents Indexing Creating footnotes and endnotes AutoSummarize Document map Comments and screen tips ■ Macros <ul style="list-style-type: none"> Recording a macro Running the macro Assigning a macro Deleting macros Editing a macro ■ Drawing <ul style="list-style-type: none"> Drawing objects Selecting multiple objects Moving and sizing drawing objects Rotating and flipping objects Aligning objects Working with Autoshapes Grouping and ungrouping objects Converting pictures to a drawing Adding text to drawing objects | <ul style="list-style-type: none"> ■ Working with Fields/Templates <ul style="list-style-type: none"> Inserting simple fields Inserting action fields Protecting the document ■ Pictures <ul style="list-style-type: none"> Inserting and working with a picture Inserting text into a graphic border / picture ■ Charting <ul style="list-style-type: none"> Creating a chart from a table Creating a chart from a Microsoft graph Editing an existing chart ■ Watermarks <ul style="list-style-type: none"> Creating a watermark ■ Document Map <ul style="list-style-type: none"> Navigating with the document map |
|--|---|



Learn to suit your lifestyle and work commitments...