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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 (Intermediate)

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 intermediate function keys
- Become competent in the use of editing and formatting features
- Demonstrate an understanding of merging operations
- Understand Document Management and Graphics

COURSE PRE-REQUISITES

- Basic knowledge of the operating system (such as Windows 98, XP)
- Completion of Basic 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

- Sorting
Sorting a list, paragraphs, tables
- Newspaper Columns
Using multiple column formats
Changing column widths
Inserting column breaks
Inserting line between columns
- Templates
Supplied templates
List templates
Create a template, Use and Edit a template
- Borders and Shading
Paragraph and character borders
Page borders
- Tables
Autoformat options
Calculating in tables
- Default Options
Modifying default options (non-printing characters, folder, measurement units)
Changing the default document options (papersize, margins, and font)
- Advanced Headers and Footers
Different odd and even headers
- Drop Caps, Word Art & Symbols
- AutoText
Create, insert, print, edit and delete AutoText entry
- Automatic features
AutoCorrect
AutoFormat as you type
Format painter
- Mail Merge
Understanding main document and data source
Creating merge documents
Performing the merge
Merging to labels
Conditional merging
- Outline Numbering
Working with outline numbering
Restarting numbering
Modifying outline numbering
- Graphics
Pictures
Inserting and moving a picture
Formatting a picture
Wrapping text around pictures
- Text Boxes
When to use a text box
Creating a text box
Typing and formatting text
Linking text frames
Formatting a text frame
Tips and tricks for working with text boxes

Learn to suit your lifestyle and work commitments...