



Word III - Design & Produce Text Documents

State ID: MAA31

About this course

Description

This course is designed for anyone who is already experienced in using Microsoft Word 2010 and who wants to know more about the complex functions of the package.

This course covers, but is not limited to:

- Advanced designing of documents with pictures and page layout
- Footnotes and Endnotes
- Producing Additional Tables
- Building Blocks
- Mail Merge
- Templates
- Linking Text Boxes
- Group/Ungroup in a Document
- File name in footer/Quick text
- Fill in Fields
- Leader Tabs

Certification

On successful completion of this course, students will receive a statement of attainment for the following nationally accredited units:

BSBITU303 - Design and produce text documents

Overview