

## Design and Develop Complex Text Documents (BSBITU401A)

### Who is this course for?

This course is designed for users with significant expertise in the standard features of Word, who use it extensively in their work and need to further their knowledge and skill to the next level. At the end of the course the student will have strong knowledge of many of the more advanced features of Word. If in doubt of your current level of expertise, we recommend attending the Word Intermediate course first.

The course is mapped to the national competency standard BSBITU401A, Design and Develop Complex Text Documents, and enables students to complete the assessment tasks\* for a Certificate IV in this competency.

<b>Duration:</b>	2 days
<b>Time:</b>	9:00 am to 4:00 pm
<b>Cost:</b>	\$408.00
<b>Class size:</b>	Class sizes are kept to a maximum of 8 -10 people to allow for individualised attention
<b>Includes:</b>	Course manual, morning and afternoon tea
<b>Certificate:</b>	A Certificate of Attendance is provided on completion



### What will you learn in this course?

- document design and layout
  - creating and using templates
  - skills for longer documents
  - document sections
  - headers and footers
  - importing from Excel, Access and text files.
  - merging techniques
- WordArt and drawing techniques
  - word fields including prompting fields
  - electronic forms
  - recording macros and macro workshop
  - document review, comments and track changes
  - document security, protection and pass wording

*\*Charge for assessment for BSBITU401A: \$50.00\**

To register, please complete a Course Registration Form.

Available from:

[www.hb.net.au](http://www.hb.net.au)

Email: [training@hb.net.au](mailto:training@hb.net.au)

Telephone: (07) 4639 4410

**a** 4 Laurel Street, Toowoomba QLD 4350  
**t** 07 4639 4410 **f** 07 4639 4431  
**e** [training@hb.net.au](mailto:training@hb.net.au)  
**w** [hb.net.au](http://hb.net.au)

