

Design and Produce Text Documents (BSBITU303A)

Who is this course for?

This course is designed for people who are using Word extensively at work and require a good level of expertise in producing all kinds of documents and resolving formatting issues. The emphasis is on producing long documents and using the features of Word effectively, including shortcut keys. Touch typing is required at this level.

It is mapped to the national competency standard BSBITU303A, Design and Produce Text Documents, and enables students to complete the assessment tasks* for a Certificate III in this competency.

Duration:	1 day
Time:	9:00 am to 4:00 pm
Cost:	\$234.00
Class size:	Class sizes are kept to a maximum of 8 - 10 people to allow for individualised attention
Includes:	Course manual, morning and afternoon tea
Certificate:	A Certificate of Attendance is provided on completion



What will you learn in this course?

- understand the importance of using document standards
- create and print letters, envelopes and labels
- use and work with multiple documents at the one time
- format paragraphs
- use a range of formatting techniques to accurately position text
- define and modify lists
- create and apply styles to paragraphs and text
- create and use templates in your documents
- work with various page techniques
- understand and work with section breaks in a document
- create and format columns
- create and modify tables
- insert and work with text boxes
- check the spelling and grammar of a document
- use a range of document proofing features
- create and use AutoText entries
- perform a mail merge from scratch
- insert content from other sources
- create and remove several forms of protection for your document
- find the information you need in Help
- work comfortably and safely, be assured that you are a responsible environmental citizen, and effectively manage your files and folders

Charge for assessment for BSBITU303A: \$50.00

To register, please complete a Course Registration Form.

Available from:

www.hb.net.au

Email: 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
w hb.net.au

