

In this workshop you will learn how to use word processing software to design and develop business documents using complex technical features easily. These skills may be applied in the provision of administrative support within an enterprise, or by individuals responsible for producing their own word processed documents. Both new users and seasoned users of Word Processing software can learn a lot in this workshop. There are lots of “tips and tricks” that can help you become more comfortable with the software and save you time.

By the end of this course you will be able to:

- Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are addressed
- Identify document purpose, audience and presentation requirements, and clarify with relevant personnel as required
- Identify organisational requirements for text-based business documents to ensure consistency of style and image
- Evaluate complex technical functions of the software for their usefulness in fulfilling the requirements of the task
- Match document requirements with software functions to provide efficient production of documents
- Design document structure and layout to suit purpose, audience and information requirements of the task
- Design document to enhance readability and appearance, and to meet organisational and task requirements for style and layout
- Use complex software functions to enable efficient manipulation of information and other material, and ensure consistency of design and layout
- Use manuals, user documentation and online help to overcome problems with document design and production
- Insert a standard table into document, changing cells to meet information requirements
- Format rows and columns as required
- Insert images and other data, formatting as required
- Use complex operations in the development of documents, to achieve required results
- Preview, adjust and print documents in accordance with organisational and task requirements
- Name and store documents in accordance with organisational requirements and exit the application without information loss/damage
- Prepare documents within designated time lines and organisational requirements for speed and accuracy.

How long will this course take?

- This course is delivered over one 4-hour sessions.
Please see the course schedule for dates.
- On completion you will receive a Certificate of Participation.

