



Advanced Word 2016

OVERVIEW

For more savvy Word users, this course will enable you to create complex documents in Microsoft Word 2016 by adding components such as customised lists, advanced tables, complex headers and footers, charts, and graphics. Discover features such as Advanced Mail Merge, Styles, Table of Contents, Indexing, Templates and Form design and Macros. These features are great for home or business use. If you feel you may not have had enough experience with Word, you may wish to undertake our intermediate-level Word® course.

LEARNING OUTCOMES

- Creating and using customised lists
- Creating and using advanced tables
- Creating and using complex headers and footers
- Creating and using charts and graphics
- Creating and using mail merge
- Creating and using styles
- Creating and using table of contents and indexing
- Creating and using template and form design

COMPULSORY UNITS

NA290 Advanced Word 2016

SELECTABLE UNITS

Additional selectable units may apply.

CERTIFICATION

By successfully completing this course you will receive a Statement of Attendance.

AQF CODE	N/A
COURSE CODE	NA14WORD
COURSE TYPE	Short Course

CAREERS

This course may help you gain an administrative role where Word® is widely used. It will also complement any role you currently have involving Word®.

DELIVERY METHODS

- On-campus – The majority of teaching and assessment is conducted on-campus

LOCATIONS

- McKoy Street, Wodonga Vic (Main campus)

DURATION

1 session (3 hours)

DELIVERY SCHEDULE

Please contact us to register your expression of interest and we will keep you updated with course dates and times.

REQUIREMENTS

There are no entry requirements for this course, however it's recommended you have lots of experience with Microsoft® Word®, or have undertaken 'Microsoft® Word® - Intermediate' prior.

FEES

Fee For Service \$99.00 (Tuition \$99.00, Materials \$0.00)

FEES ADDITIONAL INFORMATION

The student tuition fees published are indicative only and can be subject to change given individual circumstances at the time of enrolment.

HOW TO APPLY

Apply via the 'Enrol and pay online now' button in this course information page. If the course is not available for online application, you can submit your enquiry via the online form below. Alternatively, please feel free to contact our friendly customer service team on 1300 69 8233 or email info@wodongatafe.edu.au

OTHER INFORMATION

If you haven't had extensive experience with Microsoft Word, we do offer an intermediate-level course you may be interested in.



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WHEN YOU CAN ENROL

Please register your expression of interest and we will keep you updated with course dates and times if they become available.