# Word Level 3 – Advanced

## What Can You Expect?

This course is designed to give you skills to use the more advanced features of Word. Learners must have a working knowledge of Word, Word Intermediate training or equivalent experience.

## Assessment Strategy

The assessment methodologies used are to determine and recognise learner competence against the related unit standard. Learners are required to successfully complete both Formative and Summative assessments.

## Unit Standard Alignment

**SAQA ID:** 119078 **NQF Level:** 3 **Credits:** 5

**US Title:** Use a Graphical User Interface (GUI) – Based Word Processor to Enhance a Document Through the Use of Tables and Columns

## 2 Day Course Content

### Working with Styles
- Create a Character or Paragraph Style
- Modify an Existing Style

### Managing Lists
- Create an Outline Numbered List
- Start a List from a different Number
- Customise List Appearance
- Sort a List
- Convert Text to a Table

### Making Long Documents Easier
- Mark Text for Indexing
- Insert an Index
- Add Captions to Pictures
- Insert a Table of Figures
- Insert a Table of Contents
- Create a Master Document
- Create Different Headers and Footers for Sections
- Use Outline View
- Insert Footnotes and Endnotes
- Insert and Use Bookmarks
- Insert Cross-references
- Insert Comments
- Track Changes

### Creating Customised Graphics
- Insert Pictures and Control Text Wrapping
- Insert WordArt
- Embed and Link Objects
- Create Linked Text Boxes
- Insert Printed Watermarks
- Insert SmartArt Graphics
- Create a Drop Cap

### Controlling Text Flow
- Insert Section Breaks & Columns
- Control Pagination

### Customising Tables
- Sort a Table
- Modify Table Structure
- Merge or Split Cells
- Position Text in a Table Cell
- Apply Borders and Shading
- Perform Calculations in a Table
- Convert Table to Text

### Creating Web Pages
- Create a Web Page
- Insert Hyperlinks

### Creating Forms
- Add Form Fields to a Document
- Protect a Form
- Save Form Data as Plain Text
- Automate a Form
- Create and Modify Templates

### Mail Merge
- Perform a Mail Merge – Documents & Labels
- Sort & Filter Source Data

### Automating Common Tasks
- Create a Macro
- Run a Macro
- Edit a Macro

### Customise the Environment
- Customise the Quick Access Toolbar
- Customise the Ribbon
- Customise the Status Bar
- Word Options

## What Will I Take Back To Work With Me?

The practical skills and exercises done on course will give you the confidence to apply and implement advanced features back in the workplace, accurately and effectively.