

# Word Level 1 – Basic

## What Can You Expect?

This course is designed for learners who have no previous experience in applications. This thorough and slow paced course will provide the learner with the basic foundational skills required to work in Word.

## What Is Required From You?

You should be able to read and write in the English language. ABET or equivalent knowledge is essential for attending this course. You should be familiar with using a mouse and keyboard. You should be comfortable in the Windows environment and able to use Windows to manage information. You should have completed Computer Literacy or possess equivalent knowledge prior to attending this course.

## Assessment Strategy

The assessment methodologies used in this course are to determine and recognise learner competence against the criteria in the related unit standard(s). Learners are required to successfully complete both Formative and Summative assessments.

## Unit Standard Alignment

**SAQA ID:** 116938

**NQF Level:** 1

**Credits:** 4

**US Title:** Use a Graphical User Interface (GUI) – Based Word Processor to Create and Edit Documents

## 2 Day Course Content

### Creating a Basic Document

- The Word Environment
- Get Help Using Word
- Enter Text
- Save a New Document
- Preview a Document
- Print a Document

### Editing a Document

- Navigate in a Document
- Insert and Edit Text
- Select Text
- Move and Copy Text
- Delete Text
- Undo Changes

### Formatting Text

- Change Font Size
- Apply Font Styles and Effects
- Change Font Colour
- Copy Formats

### Formatting Paragraphs

- Change Paragraph Alignment
- Add Borders and Shading
- Apply Bullets and Numbering
- Change Paragraph and Line Spacing

### Proofing Documents

- Check Spelling and Grammar

### Work with Tables

- Create a Table
- Enter Data in a Table

### Insert Graphics

- Insert Symbols and Special Characters

### Control Page Appearance

- Insert a Page Break

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

When you walk out of the door with your certificate in hand, you will be able to create a Word document using most of the commonly used Word features. You will be able to apply bullets or numbering and borders to enhance the look of your document.



# Word Level 2 - Intermediate

## What Can You Expect?

This course will provide learners with foundational skills to an Intermediate level. These essential features are used daily, and improve workflow. Word Basic or equivalent experience is a pre-requisite for this course.

## 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:** 117924

**NQF Level:** 2

**Credits:** 5

**US Title:** Use a Graphical User Interface (GUI) – Based Word Processor to Format Documents

## 2 Day Course Contents

### The Word Environment

- Start and Exit the Application
- Components of the Word Window
- Get Assistance Using Help
- Word Options

### Working with Documents

- Create a New Document
- Open and Close Documents
- Save Documents
- Navigation Techniques
- Enter and Edit Text
- Select Text and Graphics
- Move and Copy Text
- Undo and Redo Changes
- Use Find and Replace
- Manage Multiple Documents
- Use Word Templates

### Formatting Text and Paragraphs

- Change Font, Size and Colour
- Apply Font Styles and Effects
- Paragraph and Text Alignment
- Copy Formatting
- Use Paragraph and Character Styles
- Document Themes
- Borders and Shading
- Bullets and Numbering
- Tabs and Indents
- Line and Paragraph Spacing

### Control Document Layout

- Insert and Remove Page Breaks
- Create and Modify Sections
- Add Headers and Footers
- Apply Page Numbering
- Switch between Document Views
- Footnotes and Endnotes

### Enhance Word Documents

- Insert Symbols and Special Characters
- Create and Modify AutoCorrect Entries
- Use Built-in Quick Parts
- Create and Insert Building Blocks
- Insert a Date and Time Field
- Use Drop Caps
- Insert and Manipulate Illustrations
- Create and Modify Text Boxes

### Tables and Columns

- Create a Table
- Enter and Edit Table Data
- Insert/Delete Rows, Columns and Cells
- Merge Cells in a Table
- Format a Table
- Perform Calculations in a Table
- Create and Edit Columns

### Mail Merge

- Set up the Main Document
- Connect to a Data Source
- Refine the Recipient List
- Insert Merge Fields
- Format Merged Data
- Preview the Merged Document
- Complete the Merge
- Print the Merged Documents

### Finalising Documents

- Use Spell Check and Thesaurus
- Print Preview a Document
- Adjust Page Setup Options
- Print a Document

## What Will I Take Back to Work with Me?

Learners will be able to create professional documents using Word features that will enhance the look of your document, ensure accuracy and efficiency.



# 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.





# Word Long Documents

## What Can You Expect?

This course targets individuals who need to gain the skills necessary to create long documents such as reports or essays using essential time saving features. You will also learn tips and tricks for quicker ways of working efficiently in Word.

## What Is Required From You?

You should already have a working knowledge of Word, including how to create, edit, format and print documents. You should have successfully completed the Word Intermediate course or possess the equivalent knowledge.

## 1 Day Course Content

### Format Document Content

- Apply Built-In Heading Styles
- Modify Built-In Heading Styles
- Create & Apply New Heading Styles
- Apply & Modify Outline Numbering

### Managing Documents

- Insert Page Breaks
- Insert Section Breaks
- Apply Different Headers & Footers
- Control Pagination
- Create Footnotes & Endnotes

### Table of Contents

- Insert & Delete A Table Of Contents
- Modify Options & Settings In A Table Of Contents
- Update A Table Of Contents

### Table of Figures

- Insert Pictures
- Add Captions To Pictures
- Insert A Table Of Figures
- Update A Table Of Figures

### Master Documents

- Work In Outline View
- Create A Master Document
- Insert A Subdocument
- Collapse & Expand Subdocuments

### Track Changes

- Switch On Track Changes
- Adjust The Markup Appearance
- Save A Document Version With A Comment
- Use The Reviewing Pane To Accept/Reject Changes

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

You will be able to use simple techniques to create and format a long document efficiently and effectively with hands-on experience.



# Word Master Class

## What Can You Expect?

A three-day course focusing on working faster and smarter in Word to create professional documents. This course will assist in the guidance of creating Templates for business, Reporting on Projects and Projections.

## What Is Required from You?

You would have completed a Word Intermediate course or at least worked daily in the application for at least 3 years.

## 3 Day Course Content

### Foundational Understanding

- Navigating The Interface
- Selecting Text (Word, Line, Paragraph)
- Format with Font Options
- Format Painter

### Working with Styles

- Applying Different Styles to A Document
- Working with Themes
- Apply Document Formatting
- Apply Colour Schemes, Font, Paragraph Spacing
- Create Styles
- Manage Styles

### Working with Lists

- Applying Bullets
- Applying Numbering
- Create Multi Level
- Numbering
- Define New List Style

### Find and Replace

- Using Navigation Pane
- Find and Replace Information
- Find and Replace Formats

### Controlling Text Flow

- Insert Page Breaks and Section Breaks
- Insert Columns
- Insert Text Boxes

### Working with Tables

- Create A Simple Table
- Convert Text to Table
- Creating an Excel Table
- Modify The Structure of the Table
- Apply Table Styles

### Insert SmartArt

- Insert Objects
- Insert A Picture
- Insert A Shape

### Page Design

- Adding Watermarks
- Page Borders
- Setting Up Page Margins
- Page Orientation
- Setting Up Page Sections
- Headers and Footers
- Page Alignment

### Document References

- Table of Contents
- Footnotes and Endnotes
- Insert Table of Figures
- Insert Caption
- Insert Cross-Reference

### Review Document

- Inspect Document
- Change Document Properties
- Insert Comments
- Track Changes
- Compare and Combine Documents

### Mail Merge

- Set Up Source
- Mail Merge Wizard
- Setup Merged Document

### Creating Forms

- Add Form Fields to A Document
- Protect A Form
- Automate A Form
- Create Document Templates

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

When you walk out of the door with your certificate in hand, you will be able confidently work with the advanced features of Word ensuring clarity and professionalism in your documents.



# Word Refresher

## What Can You Expect?

This course is designed for individuals who need to bridge gaps in their Word knowledge, prior to attending an advanced course. It is also suited to learners who are transitioning from earlier versions of Word.

## What Is Required from You?

Learners should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically, learners should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders.

## Assessment Strategy

This course is aligned and accredited. Learners are required to successfully complete both Formative and Summative assessments.

## Unit Standard Alignment

**SAQA ID:** 117924

**NQF Level:** 2

**Credits:** 5

**US Title:** Use a Graphical User Interface (GUI) – Based Word Processor to Format Documents

## 1 Day Course Content

### Elements of the Microsoft Word Environment

- Identify the New Interface Features
- Use Options on Contextual Tabs
- Use the Galleries
- Customise the Word Interface
- Use Word's Help Options

### Create & Modify Documents

- Edit and Format Text
- Move and Copy Text
- Tabs and Indenting Text
- Create Bullet and Numbered List
- Use Superscript and Subscript
- Apply Styles
- Use Find and Replace
- Thesaurus and Spell Check
- Preview and Print Documents

### What Will I Take Back to Work with Me?

When you walk out of the door with your certificate in hand, you will be able to create a professional Word document using commonly used Word features that will enhance the look of your document.

### Work with Objects

- Quick Parts
- Symbols and Special Characters
- Drop Caps
- Pictures
- SmartArt

### Control Page Layout

- Add Headers and Footers with Page
- Insert Page Breaks
- Line & Paragraph Spacing
- Create and Edit Columns

### Create & Modify Tables

- Enter Text
- Insert and Delete Rows and Columns
- Format Tables
- Use Formulas

