

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?

The ability to read and write in English. ABET or equivalent knowledge or qualification. Computer literacy skills and the ability to work in the Windows environment.

2 Day Course Content

Creating a Basic Document

- Components of the User Interface
- Get Help Using Word
- Create a New Document
- Save and Using Save As
- 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

Unit Standard Alignment

This course contributes toward Unit Standard ID: 117024, NQF Level 2, Credits 5
US Title: Use a Graphical User Interface (GUI)-Based Word Processor to Format Documents



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Formatting Paragraphs

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

Proofing Documents

- Check Spelling and Grammar

Work with Tables

- Create a Table
- Table Styles

Insert Graphics

- SmartArt

Control Page Appearance

- Insert a Page Break