

Word Level 2 - Intermediate

What Can You Expect?

This course will provide learners with skills to an Intermediate level. These essential features are used daily, and improve workflow. Learners will be able to create professional documents in Word, using features that will enhance the document, and ensure accuracy and proficiency.

What is required from you?

You will need to be Computer Literate with exposure to or formal training in Word at a Basic level.

2 Day Course Contents

The Word Environment

- Start and Exit the Application
- Components of the User Interface
- Word Options and Help Feature

Working with Documents

- Create, Open and Close Documents
- Save and Save As
- Navigation Techniques
- Enter, Select and Edit Text
- 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
- 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
- Insert and Manipulate Illustrations

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

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

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



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