

Word Level 3 – Advanced

What Can You Expect?

This course is designed to give you skills to use the advanced features of Word, creating professional and accurate documents.

What is required from you?

Learners must have a working knowledge of Word, Word Intermediate training or equivalent experience.

2 Day Course Content

Working with Styles

- Create and Modify New and Existing Styles

Managing Lists

- Create Multi-level Lists
- Customise List Appearance

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
- Embed and Link Objects
- Create Linked Text Boxes
- Insert Watermarks

Controlling Text Flow

- Insert Various Section Breaks & Columns
- Control Pagination

Customising Tables

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

Creating Web Pages

- Create a Web Page
- Insert Hyperlinks

Creating Forms

- Add Form Fields to a Document
- Protect a Form
- 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

Unit Standard Alignment

SAQA ID: 258898

NQF Level: 3

Credits: 7

US Title: Review and create documents using a Graphical User Interface (GUI)-based word processor.



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