

Word Level 2 - Intermediate

Duration: 2 Days

What do I need?

Learners should be familiar and comfortable in the Windows environment and be able to use Windows to manage information.

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.

Who should attend?

This course is designed for people who desire to gain the necessary skills to create, edit, format, and print Microsoft Office Word documents.

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