

Word Level 3 - Advanced

What do I need?

Learners should already have a working knowledge of Word, and should have successfully completed the Word Intermediate course or possess the equivalent knowledge.

How long is the course? 2 Days

Who should attend?

This course targets individuals who desire to gain the skills necessary to use the more advanced features of Word.

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 table and columns

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