Microsoft Word Advanced Course Schedule

Unit Standard: 116942

Course Schedule

1. Understanding Mail Merge
2. How to use Mail Merge
3. Creating Mail Merge databases
4. Creating fields of information
5. Matching fields of information
6. Completing mail merge letters
7. Completing mail merge emails
8. Completing mail merge envelopes
9. Completing mail merge labels
10. Saving mail merges

ABOUT THIS COURSE:

Course Duration: 1 Day

Cost per Person: R890-00

Venues: Our training room or yours

Assessment and moderation of

Prerequisites: Candidates should be comfortable with the MS Word environment.

You will learn:

- About mail merge
- To use Mail Merge
- Application of Mail Merge

Candidates who successfully complete a Portfolio of Evidence will receive a certificate of competence and awarded credits for these unit

Microsoft Word Intermediate Course Schedule Unit Standard: 119078

Course Schedule

1. Creating tables
2. Working with tables
3. Formatting tables
4. Creating formulas in tables
5. Creating columns
6. Working with columns
7. Formatting columns
8. Working with pictures in columns

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Accreditation no: **ACC/2012/05/198**

Media, Information and Communication Technologies
Sector Education and Training Authority

Accelerating quality skills towards an information savvy society

Prerequisites: To ensure your success in this course, you should have end-user skills with any current version of Windows, including being able to start programs, switch between programs and locate saved files, as well as a basic understanding of the MS Word program.

You will learn:

- Navigate and perform common tasks in Word (opening, viewing, editing, saving, and printing documents).
- Format text and paragraphs.
- Enhance lists by sorting, renumbering, and customizing list styles.
- Format the overall appearance of a page
- Use Word features to help identify and correct problems

Candidates who successfully complete a Portfolio of Evidence will receive a certificate

ABOUT THIS COURSE:

Course Duration: 1 Day

Cost per person: R890-00

In our training room or in your venue

Assessment and moderation of submitted POE's @ R150 pp

Microsoft Word Introduction Course Schedule

Unit Standard: 117924

Course Schedule

11. Creating a document
12. Saving and closing a document
13. Entering Text
14. Navigating and selecting in a document
15. Deleting text
16. Using undo and redo
17. Adding Headers and Footers
18. Working with margins and page breaks
19. Working with multiple documents
20. Working with views
21. Formatting text with borders and shading
22. Working with dates
23. Inserting special characters and symbols
24. Working with special effects
25. Changing character spacing
26. Formatting paragraphs
27. Setting tabs
28. Working with bullets and numbering
29. Spacing a document
30. Formatting pages
31. Working with templates and styles
32. Adding and removing sections
33. Footnotes and endnotes
34. Working with templates

Prerequisites: familiarity with the MS Word environment.

You will learn:

- Creating, editing and formatting of charts
- Creating, editing and formatting of tables

Candidates who successfully complete a Portfolio of Evidence will receive a certificate of competence and awarded credits for these unit standards

ABOUT THIS COURSE:

Course Duration: 1 Day

Cost: R890-00 per person

This course is intended for students who want to learn basic Wordskills, such as creating, editing, and formatting documents; for improving the appearance and accuracy of

Accreditation no: ACC/2012/05/198

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Sector Education and Training Authority

Accelerating quality skills towards an information savvy society

Microsoft Word Report Writing Course Schedule

Unit Standard: 110023

Course Schedule

A. Introduction

1. Understanding different types of reports
2. Understanding the importance and purpose of reports

B. Building your Reports

3. Choosing formats for your reports
4. Choosing a structure and sequence of various reports
5. Editing and Formatting your report
6. Compiling reports
7. Using templates for reports
8. Ensuring your reports are correct
   – proof reading and layout
9. Dealing with amendments

C. Information for your Reports

10. Collecting information / research for your reports

D. Report Organisation

11. Managing reports within your company
12. Distribution of reports
13. Time issues
14. Effective writing habits

ABOUT THIS COURSE:

Course Duration: 1 Day

Cost per Person: R890-00

Venues: Our training room or yours

This course is designed for candidates who compile and distribute reports as part of their daily routine.

Assessment and moderation of

Prerequisites: Candidates should be familiar with the MS Word Environment.

You will learn:

- About different report types
- Formatting your reports based on type
- About report content
- Keeping track / organizing your reports

Candidates who successfully complete a Portfolio of Evidence will receive a certificate of competence and awarded