

# Word Level 1 – Basic

## What Can You Expect?

This course is designed for learners who have no previous experience in applications. This thorough and slow paced course will provide the learner with the basic foundational skills required to work in Word.

## What Is Required From You?

You should be able to read and write in the English language. ABET or equivalent knowledge is essential for attending this course. You should be familiar with using a mouse and keyboard. You should be comfortable in the Windows environment and able to use Windows to manage information. You should have completed Computer Literacy or possess equivalent knowledge prior to attending this course.

## Assessment Strategy

The assessment methodologies used in this course are to determine and recognise learner competence against the criteria in the related unit standard(s). Learners are required to successfully complete both Formative and Summative assessments.

## Unit Standard Alignment

**SAQA ID:** 116938

**NQF Level:** 1

**Credits:** 4

**US Title:** Use a Graphical User Interface (GUI) – Based Word Processor to Create and Edit Documents

## 2 Day Course Content

### Creating a Basic Document

- The Word Environment
- Get Help Using Word
- Enter Text
- Save a New Document
- Preview a Document
- Print a Document

### Editing a Document

- Navigate in a Document
- Insert and Edit Text
- Select Text
- Move and Copy Text
- Delete Text
- Undo Changes

### Formatting Text

- Change Font Size
- Apply Font Styles and Effects
- Change Font Colour
- Copy Formats

### Formatting Paragraphs

- Change Paragraph Alignment
- Add Borders and Shading
- Apply Bullets and Numbering
- Change Paragraph and Line Spacing

### Proofing Documents

- Check Spelling and Grammar

### Work with Tables

- Create a Table
- Enter Data in a Table

### Insert Graphics

- Insert Symbols and Special Characters

### Control Page Appearance

- Insert a Page Break

## What Will I Take Back To Work With Me?

When you walk out of the door with your certificate in hand, you will be able to create a Word document using most of the commonly used Word features. You will be able to apply bullets or numbering and borders to enhance the look of your document.

