

Word Refresher

What Can You Expect?

This course is designed for individuals who need to bridge gaps in their Word knowledge, prior to attending an advanced course. It is also suited to learners who are transitioning from earlier versions of Word.

What Is Required from You?

Learners should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically, learners should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders.

Assessment Strategy

This course is aligned and accredited. Learners are required to successfully complete both Formative and Summative assessments.

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

1 Day Course Content

Elements of the Microsoft Word Environment

- Identify the New Interface Features
- Use Options on Contextual Tabs
- Use the Galleries
- Customise the Word Interface
- Use Word's Help Options

Create & Modify Documents

- Edit and Format Text
- Move and Copy Text
- Tabs and Indenting Text
- Create Bullet and Numbered List
- Use Superscript and Subscript
- Apply Styles
- Use Find and Replace
- Thesaurus and Spell Check
- Preview and Print Documents

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 professional Word document using commonly used Word features that will enhance the look of your document.

Work with Objects

- Quick Parts
- Symbols and Special Characters
- Drop Caps
- Pictures
- SmartArt

Control Page Layout

- Add Headers and Footers with Page
- Insert Page Breaks
- Line & Paragraph Spacing
- Create and Edit Columns

Create & Modify Tables

- Enter Text
- Insert and Delete Rows and Columns
- Format Tables
- Use Formulas

