

Word Level 2 - Intermediate

What Can You Expect?

This course will provide learners with foundational skills to an Intermediate level. These essential features are used daily, and improve workflow. Word Basic or equivalent experience is a pre-requisite for this course.

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

2 Day Course Contents

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