



MS Word - Foundation



TRAINING OPTIONS:

Online / Classroom - unaccredited
Online / Classroom – accredited MICT SETA
SAQA US117924, NQF2, Credits: 5 - a preparation course for
Microsoft Office Word certification exam.

WHAT WILL YOU RECEIVE?

- ✓ Instruction by an expert facilitator
- ✓ Interactive classes
- ✓ Specialized manual and course materials

Course Outline

OVERVIEW

This program is intended to help all novice computer users get up to speed with Microsoft Office Word quickly and to introduce users to Word's most important tools, on a basic level.

By the end of this course, learners should be comfortable with creating a new document, making it look professional and presentable, and saving their document. Learners will also become familiar with using and customizing the Microsoft Word interface.

1.) Getting Started with Word

Learn to identify the components of the Word interface, create a basic document, use the help system in Microsoft Word.

- Identify the components of the word interface
- Create a word document
- Using the help system

2.) Editing a Document

Delegates will find quick ways to navigate around document, select and modify text using variety of different features.

- Navigate and select text

- Modify text
- Find and replace text

3.) Formatting Text and Paragraphs

Delegates will learn how to use character formatting using tabs, controlling paragraph layout, borders and shading and using styles.

- Apply character formatting
- Align text using tabs
- Display text as list items
- Managing lists
- Control paragraph layout
- Insert section breaks
- Apply borders and shading to text
- Apply styles to text
- Insert automatic fields
- Manage formatting

4.) Work with Multiple Documents

Delegates will learn how to open and arrange multiple documents. They will also learn how to move text between documents

- Open and arrange multiple documents
- Manipulating text between active documents

5.) Use and Create Templates

Delegates will be able to create and use templates in MS Word.

- Create a document using a template
- Create and modify a template

6.) Inserting Graphic Objects

Delegates will learn how to insert symbols and special characters. Learners will also explore inserting illustrations into Word documents.

- Insert symbols and special characters
- Add images to a document
- Create text boxes and pull quotes

7.) Controlling Page Appearance

Delegates will learn how to edit the page appearance by inserting page borders, watermarks, headers and footers, footnotes and section breaks. Learners will also control the page layout by changing the page size, orientation and adding page breaks.

- Apply a Page Border and Colour
- Add a Watermark
- Add Headers and Footers
- Control Page Layout
- Insert footnotes and endnotes

8.) Proofing a Document

This section covers using spell check and proofing tools.

- Check Spelling and Grammar
- Other Proofing Tools

- Check Accessibility

OUTCOMES

Upon completion of this course and successful assessment, learners will have acquired these skills

- Identify the components of the Microsoft Word interface
- Create a word document
- Use the help system in Microsoft Word.
- Navigate and select text
- Modify text
- Find and replace text
- Format text and paragraphs
- Apply character formatting
- Using tabs
- Working with lists
- Working with section breaks
- Apply borders and shading
- Understanding styles
- Automatic fields
- Work with multiple documents
- Using templates
- Inserting graphic objects
- Create text boxes and pull quotes
- Controlling page appearance
- Adding Headers and footers
- Insert Footnotes and endnotes
- Proofing a document

CERTIFICATIONS

- Certificate of Attendance (SkillUp)
- Certificate of Competency from MICT SETA upon successful completion of the PoE process (moderated and found competent) for clients who specifically selected & paid for the accredited option.
- Microsoft Office Word 77-725 certification exam – certificate of completion for clients who specifically selected & paid for the exam option.

Note: All certificates are electronically issued.

DURATION

Unaccredited: 1 Day

Accredited: 1 Day



MCE: Microsoft Certified Educator
Issuer: Microsoft



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