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.

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