KJ TRAINING

Word Level 3 – Advanced

What Can You Expect?

This course is designed to give you skills to use the more advanced features of Word. Learners must have a working knowledge of Word, Word Intermediate training or equivalent experience.

Unit Standard Alignment

SAQA ID: 119078   **NQF Level:** 3   **Credits:** 5
US Title: Use a Graphical User Interface (GUI) – Based Word Processor to Enhance a Document Through the Use of Tables and Columns

2 Day Course Content

Working with Styles
Create a Character or Paragraph Style
Modify an Existing Style
Managing Lists
Create an Outline
Numbered List
Start a List from a different Number
Customise List Appearance
Sort a List
Convert Text to a Table
Making Long Documents Easier
Mark Text for Indexing
Insert an Index
Add Captions to Pictures
Insert a Table of Figures
Insert a Table of Contents
Create a Master Document
Create Different Headers and Footers for Sections
Use Outline View
Insert Footnotes and Endnotes
Insert and Use Bookmarks
Insert Cross-references
Insert Comments
Track Changes

Creating Customised Graphics
Insert Pictures and Control Text Wrapping
Insert WordArt
Embed and Link Objects
Create Linked Text Boxes
Insert Printed Watermarks
Insert SmartArt Graphics
Create a Drop Cap
Controlling Text Flow
Insert Section Breaks & Columns
Control Pagination
Customising Tables
Sort a Table
Modify Table Structure
Merge or Split Cells
Position Text in a Table Cell
Apply Borders and Shading
Perform Calculations in a Table
Convert Table to Text

Creating Web Pages
Create a Web Page
Insert Hyperlinks

Creating Forms
Add Form Fields to a Document
Protect a Form
Save Form Data as Plain Text
Automate a Form
Create and Modify Templates
Mail Merge
Perform a Mail Merge – Documents & Labels
Sort & Filter Source Data
Automating Common Tasks
Create a Macro
Run a Macro
Edit a Macro
Customise the Environment
Customise the Quick Access Toolbar
Customise the Ribbon
Customise the Status Bar
Word Options