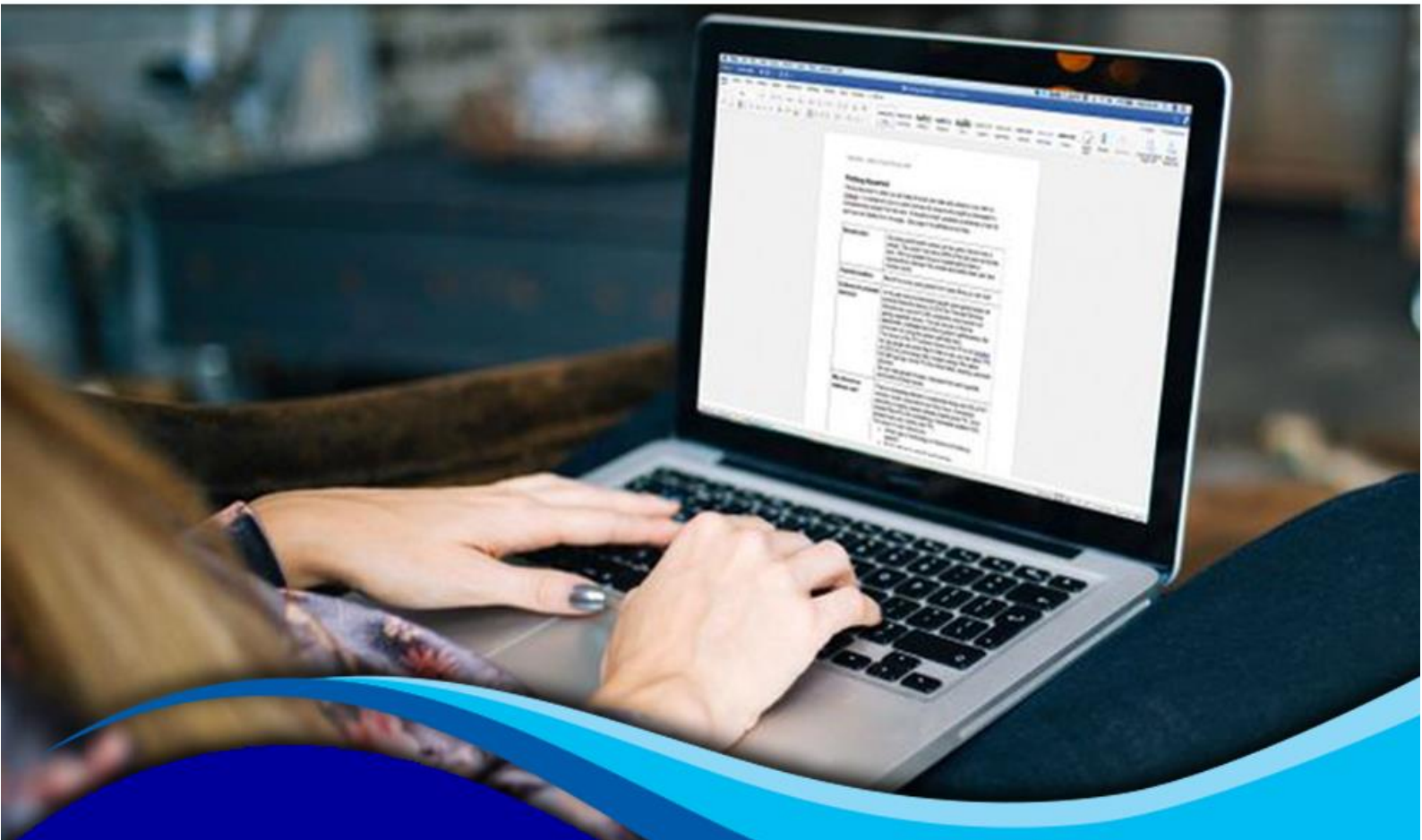




**African Helix
Training**

In Pursuit of Excellence and Beyond...



Microsoft®
Word
Part 1: Basic

Course Content

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Overview

In this course, you will learn the fundamental features of MS Word, including how to navigate the interface, utilize basic formatting tools, and create professional-looking documents. We will cover everything from typing and editing text, to inserting images and tables, to using templates and styles to streamline your work.



Course Prerequisites

Students should be comfortable using the keyboard, mouse, and Start menu. Understanding and experience with printing and using a web browser is an asset.



Target Audience

This course is intended to help all novice computer users get up to speed with Word quickly.



Course Outline

Please note that due to the dynamic nature of Office 365/Microsoft 365 some content may change without notice.



Duration

In Class/Virtual Class: 1 Day
(08:30 – 15:30)



Delivery Methods

- On-Site
- At designated location
- Virtual Live



What You Get

- Certificate of Completion



Outcomes and Objectives

- Work with the basic features of Word
- Create a new document
- Work with a document
- Display documents using various views
- Select and work with text in a document
- Use a range of font formatting techniques
- Format paragraphs
- Insert and work with clip art and pictures.



Lesson 1: Getting Started with Word

- Topic A: Identify the Components of the Word Interface
- Topic B: Create a Word Document
- Topic C: Help

Lesson 2: Editing a Document

- Topic A: Navigate and Select Text
- Topic B: Modify Text
- Topic C: Find and Replace Text

Lesson 3: Formatting Text and Paragraphs

- Topic A: Apply Character Formatting
- Topic B: Align Text Using Tabs
- Topic C: Display Text as List Items
- Topic D: Control Paragraph Layout
- Topic E: Apply Borders and Shading
- Topic F: Apply Styles
- Topic G: Manage Formatting

Lesson 4: Adding Tables

- Topic A: Insert a Table
- Topic B: Modify a Table
- Topic C: Format a Table
- Topic D: Convert Text to a Table

Lesson 5: Managing Lists

- Topic A: Sort a List
- Topic B: Renumber a List
- Topic C: Customise a List



Lesson 6: Inserting Graphic Objects

- Topic A: Insert Symbols and Special Characters
- Topic B: Add Images to a Document

Lesson 7: Controlling Page Appearance

- Topic A: Apply a Page Border and Colour
- Topic B: Add a Watermark
- Topic C: Add Headers and Footers
- Topic D: Control Page Layout

Lesson 8: Proofing a Document

- Topic A: Check Spelling and Grammar

The African Helix Group offers short courses, and these short courses are **not credit-bearing, and do not lead to formal qualifications on the National Qualifications Framework (NQF) – UNLESS STATED OTHERWISE**. Delegates who complete a short course and comply with the related assessment criteria (WHERE APPLICABLE) are awarded certificates of successful completion and/or attendance by African Helix.



For More Details and to Register, Please Contact

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