



**African Helix  
Training**

*In Pursuit of Excellence and Beyond...*



Microsoft®

**Word**

Part 2: Intermediate

**Course Content**

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## Overview

This session will enhance your skills with the powerful features of MS Word, focusing on tools and techniques that will help you create professional documents. You'll learn how to use styles, templates, advanced formatting, and collaborate on documents, equipping you with practical skills to streamline your workflow.



## Course Prerequisites

This course is designed for individuals who have a basic understanding of MS Word and are looking to advance their skills in document formatting, content creation, and customisation.



## Target Audience

This course is intended to help all Basic Word users get up to speed with word processing.



## 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

- Use advanced formatting techniques, including styles, themes, and templates.
- Insert and manipulate tables, images, and objects.
- Create and customize headers, footers, and section breaks.
- Utilize document review tools, such as Track Changes and Comments.
- Apply advanced techniques for managing long Documents



### **Lesson 1: Working with Tables and Charts**

- Topic A: Sort Table Data
- Topic B: Control Cell Layout
- Topic C: Perform Calculations in a Table
- Topic D: Create a Chart

### **Lesson 2: Customizing Formats Using Styles and Themes**

- Topic A: Create and Modify Text Styles
- Topic B: Create Custom List or Table Styles
- Topic C: Apply and Customize Document Themes

### **Lesson 3: Using Images in a Document**

- Topic A: Resize an Image
- Topic B: Adjust Image Appearance
- Topic C: Integrate Pictures and Text
- Topic D: Insert and Format Screenshots
- Topic E: Insert Video

### **Lesson 4: Creating Custom Graphic Elements**

- Topic A: Create Text Boxes and Pull Quotes
- Topic B: Draw Shapes
- Topic C: Add WordArt and Other Text Effects
- Topic D: Create Complex Illustrations with SmartArt

### **Lesson 5: Inserting Content Using Quick Parts**

- Topic A: Insert Building Blocks
- Topic B: Create and Modify Building Blocks
- Topic C: Insert Fields Using Quick Parts

### **Lesson 6: Controlling Text Flow**

- Topic A: Control Paragraph Flow
- Topic B: Insert Section Breaks
- Topic C: Insert Columns
- Topic D: Link Text Boxes to Control Text Flow



### **Lesson 7: Using Templates**

- Topic A: Create a Document Using a Template
- Topic B: Create a Template

### **Lesson 8: Using Mail Merge**

- Topic A: The Mail Merge Features
- Topic B: Merge Envelopes and Labels
- Topic C: Create a Data Source Using Word

### **Lesson 9: Using Macros**

- Topic A: Automate Tasks Using Macros
- Topic B: Create a Macro
- Topic A: Check Spelling and Grammar



**For More Details and to Register, Please Contact**

#### **Course Coordinator**

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#### **Course Leader**

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