



Pro-Active College™
FREEDOMTHROUGHKNOWLEDGE

ICDL WORD INTERMEDIATE

This skills programme provides the learner with the basic skills to operate the MS Word program on an intermediate level.

This skills programme is endorsed by SACE.

Programme Outcomes:

On completion of this skills programme, learners will be able to:

- work with Word documents and save them in different file formats;
- choose built-in options such as the Help function to enhance productivity;
- create and edit small-sized Word processing documents that will be ready to share and distribute;
- apply different formats to Word documents to enhance them before distribution and recognise good practice in choosing the appropriate formatting options;
- insert tables, images and drawn objects into documents;
- prepare documents for mail merge operations; and
- adjust document page settings and check and correct spelling before finally printing documents.

TARGET GROUP

This skills programme is designed for the public and private sector and is aimed at:

- individuals who have basic computer skills and want to learn how to create, edit and format Word documents;
- individuals who are current MS Word users and want to strengthen or expand their knowledge of MS Word; and
- individuals who believe they already have most of the skills or knowledge taught in this course, but would like to obtain international certification.

ABOUT US

Pro-Active College excels in the education, training and development of public and private sector officials. With its strong focus on practical workplace skills, Pro-Active College strives to facilitate measurable improvements in the productivity of client organisations.



SACE

South African Council for Educators

Towards Excellence in Education

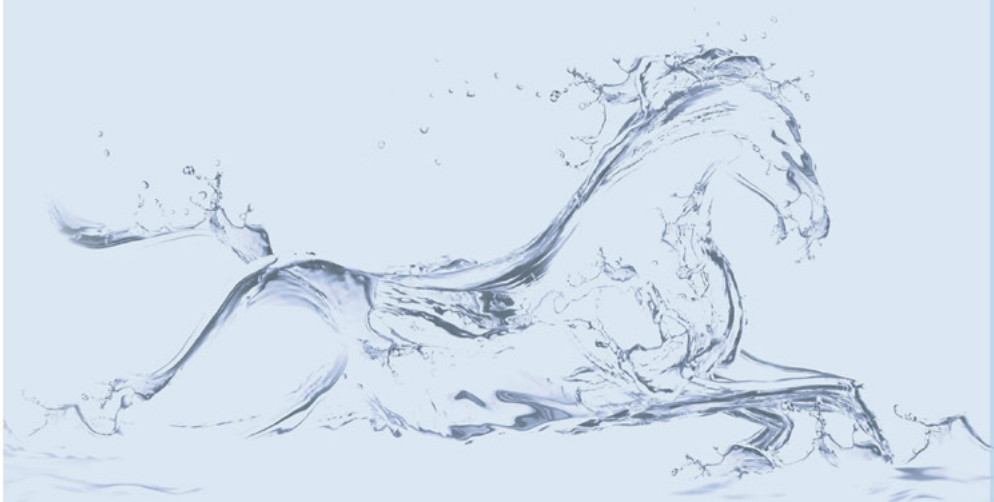
SACE APPROVED PROVIDER

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BENEFITS:

The benefits of this skills programme include:

- knowledge of the use and capabilities of the MS Word program;
- improved efficiency in operating the MS Word program to perform work tasks; and
- enhanced aesthetic presentation of information in Word documents.

ENTRY REQUIREMENT

It is assumed that learners accessing this skills programme:

- are competent in communication (NQF level 2); and
- have used MS Word or MS Windows before.

DURATION

Three day practical contact session.

ASSESSMENT

Learners will be assessed through completing a practical test.

PD POINTS

This is a SACE endorsed CPTD activity and the learner successfully completing the ICDL test will be awarded 15 professional development points.

Programme Outline

Learning Unit One Using the Application

- First steps with Word processing
 - Starting and closing the Word program
 - Opening, saving, closing and creating files
 - Saving a file in a format other than MS Word
 - Switching from one open document to another
- Adjust settings - view, zoom, toolbars, non-printing characters
- Search and replace text in a document

Learning Unit Two Main Operations

- Insert data - entering a new text or paragraph, "click and type", symbols, AutoCorrect
- Select data - characters, words, lines, sentences, paragraphs or all text
- Edit data - insert or modify text, overtype mode, undo and repeat actions
- Duplicate, move, delete
 - Copy, move or delete the text, a word, a character or a line within a document
 - Text alignment, indent icons, spacing, tabs, bullets, borders, shading

Learning Unit Three Formatting

- Text Formatting
 - Changing the font size, type, colour, style, casing and shading
 - Keyboard shortcut for making text bigger or smaller
 - Apply subscript or superscript formatting
 - Copy formatting using the Format Painter
 - Use/set automatic hyphenation
 - Set manual hyphenation
 - Delete a sentence
- Paragraph Formatting
 - Insert or remove a paragraph mark or soft carriage return
 - Insert a date field which will update automatically each time a document is opened
 - Insert a date which will not be automatically updated
 - Insert page numbering, date, time or an author's name into a header or footer
 - Insert the file location
 - Number pages within a document

Learning Unit Four Objects

- Tables
 - Create a table using the insert table icon
 - Insert/delete a column or row in the table
 - Insert rows or columns using toolbar icons
 - Modify row/column height/width, style, colour, borders and shading
 - What is an automatically updating field?
- Using pictures, images and charts in Word

Learning Unit Five Mail Merge

- Concept and practice
 - Mail merging - creating a new main document and merging it to a personalised letter or to labels
 - Creating a mailing list data file

Learning Unit Six Prepare Outputs

- Preparation
 - Manually check your documents - spell checking
 - Disable automatic spell checking
 - Adding a word to the custom dictionary
 - Previewing a document
- Printing
 - Specify what to print, number of copies and printer