



ICDL MS WORD ADVANCED

This skills programme provides the learner with the advanced skills for operating a word-processing program such as MS Word in order to become an expert user.



» TARGET GROUP

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

- individuals who want to expand their knowledge of MS Word by learning the skills they need to accomplish advanced tasks with the application; and
- individuals who believe they already have most of the skills or knowledge taught in this course, but would like to obtain international certification.

» BENEFITS

The benefits of this skills programme include:

- enhanced knowledge of the advanced capabilities of the MS Word program;
- improved efficiency and effectiveness in completing word-processing tasks; and
- professional presentation of information in Word documents.

» 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 organisation.

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PROGRAMME OUTLINE

LEARNING UNIT ONE

EDITING

- Text - effects, animation, autocorrect, autoformat, autotext, text wrapping and WordArt
- Paragraphs - borders, shadowing and styles
- Sections - inserting and deleting a section break within a document
- Templates - creating and editing a template based on an existing document or template
- Collaborative editing - adding, removing and displaying comments as well as tracking, viewing, accepting or rejecting changes

LEARNING UNIT TWO

LAYOUT

- Master documents - icons, creating, adding and deleting subdocuments within a master document
- Table of contents - creating, using and updating a table of contents; viewing, updating, unlinking, locking and navigating fields; field keyboard shortcuts; and updating, editing, locking, unlocking and deleting fields
- Footnotes and endnotes - creating, deleting, editing and formatting footnotes or endnotes
- Columns - creating, changing and removing columns and inserting and deleting column breaks

LEARNING UNIT THREE

DOCUMENT ORGANISATION

- Referencing - bookmarks, index's, cross-references, time or date fields, filename and location fields
- Text boxes - inserting, deleting, modifying and re-sizing text boxes, applying text-box fill effects and creating linked text boxes
- Security - setting and removing passwords in a document

LEARNING UNIT FOUR

DOCUMENT ELEMENTS

- Tables - merging and splitting cells, sorting data, adding numbers in rows or columns, updating data and performing calculations within a table
- Forms - passwords, text forms, check box forms, autoshape, watermarks, grouping and ungrouping
- Captions - adding, updating and applying captions and the automatic caption option

PROGRAMME OUTCOMES

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

- apply advanced text, paragraph, column and table formatting;
- convert text to a table and vice versa;
- work with referencing features like footnotes, endnotes and captions;
- create tables of contents, indexes and cross-references;
- enhance productivity by using fields, forms and templates;
- apply advanced mail merge techniques and work with automation features like macros;
- use linking and embedding features to integrate data;
- collaborate on and review documents;
- work with master documents and subdocuments;
- apply document security features; and
- work with watermarks, sections, headers and footers in a document.

ENTRY REQUIREMENTS

It is assumed that learners accessing this skills programme are competent in:

- communication (NQF level 2); and
- MS Word Intermediate.

DURATION

Four-day practical contact session.

ASSESSMENT

Learners will be assessed through completing a practical test.

PROGRAMME OUTLINE

LEARNING UNIT FIVE SPECIAL TOOLS

- Mail merge - opening, editing and deleting a record to a data source, setting criteria and sorting mail merge
- Macros - recording, assigning, sorting, linking and running a macro
- Spreadsheets - insert and edit an Excel worksheet and create, insert and modify a chart
- Images/drawings - inserting, modifying, creating and formatting

LEARNING UNIT SIX PRINTING

- Preparing to print- odd pages, even pages or print a defined section within a document