

## WORD – LEVEL 1

Non-Credit Bearing

### ***Communicate professionally and efficiently with essential Word skills***

From business reports to personal documents, Microsoft Word is an indispensable tool in nearly every profession. A well-formatted, professional document can make all the difference in how your message is received. Knowing how to use Word efficiently helps you work faster, present information clearly, and collaborate seamlessly with others.

This one-day course introduces you to the essential features of Word. You will learn how to navigate the programme confidently, format documents effectively, use key tools for editing and reviewing, and apply time-saving shortcuts to streamline your work.

#### **PRE-REQUISITE**

Delegates must have completed:

- Introduction to MS Office **OR**
  - equivalent experience using MS 365 products at a basic level, including file management
  - basic computer literacy

#### **WHO SHOULD ATTEND**

This course is perfect for:

- Anyone who wants to use Word confidently and efficiently
- Professionals who create and edit documents regularly
- Beginners looking to build a strong foundation before progressing to advanced Word skills

#### **HOW YOU WILL BENEFIT**

- Learn to navigate Word with ease and confidence
- Format documents professionally for clarity and impact
- Create and manage tables in a Word document
- Use essential editing and proofreading tools to enhance accuracy
- Apply smart shortcuts to speed up document creation

*One-day course 08:15am-16:00pm*

*Tel: (031) 267 1229*

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TOPIC	WHAT WE WILL COVER
<b>Module 1: Getting Started</b>	<ul style="list-style-type: none"> <li>Understanding the MS Word interface</li> <li>Creating and saving documents</li> <li>Accessing and using Help</li> </ul>
<b>Module 2: Editing Documents</b>	<ul style="list-style-type: none"> <li>Opening and navigating a document</li> <li>Entering, editing, and selecting text</li> <li>Using the Undo and Redo commands</li> <li>Word's AutoCorrect feature</li> <li>Finding and replacing text</li> </ul>
<b>Module 3: Formatting Text and Paragraphs</b>	<ul style="list-style-type: none"> <li>Applying font styles, sizes, and colours to enhance text</li> <li>Adjusting paragraph alignment and line spacing</li> <li>Using indentation, bullets and numbering to structure content</li> <li>Using tabs in a document</li> </ul>
<b>Module 4: Moving and Copying Text</b>	<ul style="list-style-type: none"> <li>Selecting text using the mouse and keyboard</li> <li>Using Cut, Copy and Paste</li> </ul>
<b>Module 5: Creating and Managing Tables</b>	<ul style="list-style-type: none"> <li>Inserting a table and adding text</li> <li>Inserting and deleting columns and rows</li> <li>Editing &amp; enhancing the structure and appearance of tables</li> </ul>
<b>Module 6: Controlling Page Layout</b>	<ul style="list-style-type: none"> <li>Adding headers and footers to a document</li> <li>Inserting page numbers</li> <li>Setting and adjusting margins</li> <li>Adding and deleting manual page breaks</li> </ul>
<b>Module 7: Reviewing and Proofreading Documents</b>	<ul style="list-style-type: none"> <li>Using Word's Spelling and Grammar check tools</li> <li>Using Thesaurus to find alternative words</li> </ul>

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