



Information Sheet

Microsoft Office Word Level 1 – Level 3

About the Programme

This programme is an ALL – in – One Microsoft Office Computer short programme that is designed to ensure that a learner is literate in all the fundamentals of MS Office that is required in today's cut throat job market.

Programme Outline

Microsoft Office Word 2016 Level 1

- Create a Microsoft Office Word 2016 document
- Preview and Print Documents
- Customize the word Environment
- Apply Character Formatting
- Convert Text to a Table
- Apply a Page border & color
- Add Headers & Footers
- Add a Watermark

Microsoft Office Word 2016 Level 2

- Managing Lists
- Customising Tables and charts
- Customised formats with styles and themes
- Modifying pictures o
- Customising graphic elements
- Inserting content with quick parts
- Controlling text flow
- Templates and automated documents
- Mail Merge
- Macros

Microsoft Office Word 2016 Level 3

- Manipulating Images
- Using Custom Graphic Elements
- Collaborating on Documents
- Adding Document References and Links
- Securing a Document
- Using Forms to Manage Content
- Automating Repetitive Tasks with Macros

Duration

The duration of the programme is 3 days, 1 day per level. Contact your nearest campus for a schedule.

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