

MS Word Level 2: Desktop Publishing in Word

Aligned to US 258898, NQF Level 3, Credits 7 and SAQA's Unit Standard 116942, NQF Level 3, 3

Introduction

With Word Level Two you will learn skills such as how to quickly set up professional documents, create and modify styles, merge documents, use Clip Art and images and much more. You will apply the basics of Word Level One when creating your documents.

Go beyond the basics of word processing to enhance your Word documents with advanced components such as tables, charts, customised formats and graphics. Produce attractive and effective documents with less time and effort than ever before.

Course Outline

- Inserting Pictures and Clip Art
- Object Linking and Embedding
- Creating a Diagram
- Inserting a Chart
- Working with Objects
- Formatting Objects
- Borders and Shading
- Desktop Publishing
- Creating a Style
- Managing Styles
- Protecting a Document
- Creating a Template
- Programming Basics
- Word Objects
- Control Structures
- Forms
- Recording a Macro