

Word Level 1: Word Efficiency Tools

Based on SAQA's Unit Standard 116938, NQF Level 1, 4 Credits and an introduction to 117924 NQF Level 2, 5 Credits

Introduction

This module explains how to work with documents, including how to create, save, open, and close them, thereby making you workplace ready for writing documents.

You can use MS Word's to brainstorm an outline for your writing projects, you can produce a rough draft knowing that MS Word offers you the freedom to easily edit and revise. This course will introduce you to formatting and editing a document as well as using a template.

MS Word can be used to determine how well your writing is organised and then you can refine your writing through individual or peer editing.

Course Designed For

Individuals who are new to Word and who want to produce documents and use templates in the workplace.

Course Objectives

- What is Word?
- Getting Help.
- Understand the benefits of using a Word Processor.
- Opening and creating a Document.
- Editing and saving a Document.
- Demonstrate an understanding of the principles of word processing.
- Producing a document from given text.
- Formatting a document, paragraph and text.
- Editing a document.
- Check spelling and grammar in a document.
- Adjust the display characteristics.
- Work with multiple documents.
- Templates are used and created.

Course Outline

Getting Started with MS Word

- The Principles of Word Processing

Using MS Word to Create, Open and Save Documents

- Opening MS Word
- Parts of MS Word Window and Toolbars
- Creating and typing a New Document
- Saving and closing the Document
- Using the Help Function

Using and creating a template

- A document is created using an existing template.
- A document is saved as a new template with a specific name and in a specific folder.

Formatting a document

- Font Style and colour
- Highlight the Text like a Text Marker
- Removing Text Formatting
- Alignment Line and Paragraph Spacing

Using MS Word to Check Spelling and Grammar

- Using Autocorrect
- Checking Text for Spelling and Grammar
- Use Spelling and Grammar Marks
- Adding Words to the Custom Dictionary

Using MS Word to Adjust the Display Characteristics

- Changing Page View Mode
- Using the Zoom Feature
- Adding and Removing Toolbars
- Viewing and Removing the Ruler
- Displaying and Removing Non-Printing Characters

Printing a Document

- Set Page Setup Options
- Preview a File before Printing
- Print a File