



THE  
LEARNING  
DEVELOPMENT  
GROUP

## Introduction

Based on SAQA unit standards, these three practical Microsoft programmes aim to give individuals introductory, intermediate and advanced skills in working with MS Word.

Level 1 is for individuals who are new to Word or who have received little formal training and are looking to enhance their productivity and confidence in creating, opening, saving and closing Word documents and producing documents from text. It covers formatting, editing, checking spelling and grammar and adjusting display characteristics.

Level 2 builds on level 1 skills and is for individuals who have been using Word at an intermediate level. It covers working with and formatting multiple documents, formatting text, paragraphs and pages, and using and creating templates.

Level 3 builds on level 2 and is for individuals needing advanced skills in Word to enhance a document's appearance. It covers describing and creating merged documents.

## Target Audience

Level 1 is aimed at individuals who need basic knowledge to create and edit Word documents.

Level 2 is aimed at individuals who need to create professional documents.

Level 3 is aimed at individuals who need to use advanced functions.

## Entry Requirements

- Mathematical and Communication competency at NQF Level 1 (MS L1 and MS L2) and NQF level 2 (MS L3).
- The ability to operate a personal computer at NQF Level 1 (MS L1), successful pass of Level 1 programme outcomes (MS L2) and successful pass of Level 1 & 2 programme outcomes (MS L3).

## Additional Requirements

- Access to a PC, software and the internet for course work.
- Internet and bandwidth to accommodate virtual, facilitator-led sessions.

## Information Technology

# Microsoft Office Word Levels 1, 2 & 3

### MICTSETA Statement of Results

SAQA ID:                   Level 1: 116938  
                                  Level 2: 117924  
                                  Level 3: 116942

NQF Level:               Level 1,2 & 3

## Course Delivery & Assessment

We use inclass, virtual class and blended interactive facilitated training sessions, group discussions, assignments and self study to embed skills.

You will need to:

- Attend all lectures and sessions.
- Demonstrate theoretical and practical understanding of programme content.
- Compile and submit a Portfolio of Evidence (PoE).

To receive your respective MS Level 1, 2 & 3 SETA issued Statement of Results, you will need to compile, submit and be found competent by constituent Assessors, Moderators and Verifiers on a Portfolio of Evidence (PoE).

## Learning Outcomes

By the end of the programme, you will be able to:

- MS Word Level 1: Use a Graphical User Interface (GUI)-based word processor to create and edit documents.
- MS Word Level 2: Use a Graphical User Interface (GUI)-based word processor to format documents.
- MS Word Level 3: Use a Graphical User Interface (GUI)-based word processor to create merged documents.





## Course Content

### Microsoft Office: Word

Accreditation Body: MICTSETA

SAQA ID: MS Level 1: 116938 | NQF Level: 1 | Credits : 4

SAQA ID: MS Level 2: 117924 | NQF Level: 2 | Credits : 5

SAQA ID: MS Level 3: 116942 | NQF Level: 3 | Credits : 3

#### MS WORD Level 1: Use A Graphical User Interface (GUI)-based Word Processor To Create And Edit Documents

- Demonstrate an understanding of the principles of word processing
- Create, open and save documents
- Produce a document from given text
- Format a document
- Edit a document
- Check spelling and grammar in a document
- Adjust the display characteristics

#### MS WORD Level 2: Use A GUI-based Word Processor To Format Documents

- Work with multiple documents within a word processing application
- Format text using a word processing application
- Format paragraphs
- Format pages within an existing word processing document
- Format an existing word processing document
- Templates are used and created to facilitate ease of use in future, by having default options when starting a new word processing document

#### MS WORD Level 3: Use A GUI-based Word Processor To Create Merged Documents

- Describe the uses of merged documents
- Create a merged document

Each MS level course, aligned to its relevant SAQA Unit Standards, can be run as an individual programme but we strongly recommend all three are run in sequence and consecutively.



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