



<b>Programme Name:</b>	<b>MS Word (Level 1) - 5 credits – US117924.</b> <b>MS Word (Level 2) – 8 credits – US119078 &amp; US116942.</b>
<b>Part-Time OR Full-Time</b>	<b>MS Word (Level 1) – 1 – 2 days.</b> <b>MS Word (Level 2) - 1 – 2 days.</b>

### **MS Word (Introduction)**

#### **Description**

MS Word (Introduction) will teach you the basics of word processing. This course will enhance a learner's efficiency and skills in any work environment.

#### **Course Outcomes**

- Demonstrate Word Processing Application Skills.

**Use a word processor to format documents.**  
**(5 Credits - Unit Standard 117924)**

- Work with multiple documents.
- Format text & paragraphs.
- Format pages.
- Format a document.
- Templates are used and created.

#### **Assessment**

The learner will be required to complete an assessment.

### **MS Word (Intermediate)**

#### **Description**

This MS Word (Intermediate) course will teach you how to merge documents and therefore use mail merge thus assisting

you in the use of letters, labels, forms and envelopes.

This course will enhance a learner's efficiency and skills in any work environment.

**Use a word processor to enhance a document through the use of tables and columns.**  
**(5 Credits-Unit Standard 119078)**

- Create and edit a table.
- Format a table.
- Create and edit Columns in a document.
- Format a column in a document.

**Use a word processor to create merged documents.**  
**(3 Credits- Unit Standard 116942)**

- Demonstrate an understanding of the use of merged documents
- Create merged documents
- Printing merged documents

#### **Assessment**

The learner will be required to complete an assessment.

