



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - 2016 Microsoft Word Essential Course

This comprehensive course covers the fundamental features of Word 2016 as well exposing the delegate to some of the functions in Word 2016. This is an intense one day course, 09h00 to 15h30, which will provide the delegate with sufficient Word 2016 skills to create basic create sophisticated analytical spreadsheets and master advanced formulae.

This course will prepare the delegate for more advanced Word 2016 courses. The delegate receives Word 2016 manual and an electronic attendance certificate on completion of the Word Essentials 2016 course.

We almost run on demand as we try to accommodate the client's work schedule when possible. Contact Arnold 083 778 4903 or email sales@collegeafricagroup.com for dates in your area?

Topic-Level Outline

Running Microsoft Word

The Word screen

Working with help

Printing help topics

Exiting help

Screentips

Viewing options

Displaying non-printing symbols

Show/hide screen elements

Working with a full reading screen

Saving a document

Using the auto spell checker

Using the spell checker

Previewing a document

Printing a file

Closing a document

Creating a new document

Using the format painter

Page setup

Changing margins

Changing orientation

Changing paper size

Accessing the page setup dialog box

Changing margins with the mouse

TOC Continue...

Adjusting the line spacing	Applying attributes Turning
Paragraph alignment	highlight on/off Removing
Reveal formatting	attributes Changing fonts &
Changing case	point size
Inserting the date & time	Changing the colour of the font
Setting tabs	Advanced formatting options
Removing tabs from the ruler	Clipboard options
Moving a tab stop position	Working with the thesaurus
Creating dot leader tabs	Replacing a word
Indenting paragraphs	Looking up a new word
Adding manual page breaks	Using the auto grammar checke
Inserting blank pages	The grammar checker
Creating cover pages	Using bookmarks
Moving text	Creating bookmarks
Paste format options	Going to a bookmark
Copying text Paste	Deleting a bookmark
options Dragging &	Printing envelopes
dropping	Envelope options
Moving text with drag & drop	Printing options
Copying text with drag & drop	Document recovery
Using the office clipboard	Mailing labels
Switching between multiple documents	Changing label formats
Opening an existing document	Creating custom labels
Navigating within a document	Templates
Replacing text	Creating a new template
Deleting text	Using a template
Selecting with the mouse	Opening a template
Selecting noncontiguous text	Saving an existing document as a
Oops!! Undeleting text	template
Redoing/repeating commands	Applying a document theme
Using click and type	Changing the page colour

Appendix a: cursor movement keys

Appendix b: shortcut keys

OFFSITE, OUR VENUE, prices from R 1695 ex vat. Includes teas, light lunch, and an electronic attendance certificate. Group discounts apply. **ONSITE, YOUR VENUE**, minimum of three delegates attending simultaneously. Prices on request.

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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KEYBOARDING

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EBOOKS AND ONLINE TRAINING

Excel Essentials 2016 [Ebook](#), workbooks, and solutions.
Excel Intermediate 2016 [Ebook](#), workbooks, and solutions.
Excel Advanced 2016 [Ebook](#), workbooks, and solutions.
Excel comprehensive online courses, email for more details.



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