



# COLLEGE AFRICA GROUP

Discover your Potential

MICT SETA accredited ACC/2011/07/066 Est. October 2003

## College Africa Group – Word Intermediate

Keeping Text Together

Page Numbering

Creating Headers And Footers

Inserting A Field

Finding Data

Replacing Text

Copying/Moving Between Files

Using The Office Clipboard

Newspaper Style Columns

Applying Borders

Using Drop Caps

Mail Merge

Outlines

Number And Bullet Lists

Inserting Symbols & Special Characters

Inserting A Hyperlink

Templates

Working With Comments

Working With Building Blocks

File Properties

Checking Word Count

Tracking Changes

Comparing Documents

Protecting A Document

Using The Research Feature

Text Translations

Working With Wordart

Adding Shapes

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Committed to skill development in the media, advertising and ICT sector  
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