



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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