



Microsoft® Office Word® Basic



Microsoft®
Word 2016

Key Focus Areas:

Getting to know word

- Understand the ribbon, the Quick Access Toolbar and Backstage view

Understanding OneDrive

- Learn how to use your Microsoft Account and OneDrive

Creating and Opening Documents

- Learn how to open existing documents
- Create new ones and use Microsoft Templates

Saving and Sharing Documents

- Understand how to save your documents and share them with other people

Text Basics

- Work efficiently using the cut, copy, move, add, delete and paste options

Formatting text

- Learn how to change the font size, colour and text alignment for that professional looking document

Using Find and Replace

- Learn more about using the find and replace features to search within your document

Indents and Tabs

- Learn what a tab and indent is, and how to use them

Line and Paragraph Spacing

- Modify the line and paragraph spacing in your documents

Bullets, Lists and numbering

- Understand how to add, modify and utilise the bullets, lists and numbering system in your documents

Headers and footers

- Learn how to add and modify headers and footers

Page Numbers

- Learn how to add and modify page numbers

Spell check

- Learn how to use the spell check feature in Word

Printing

- Understand how to set up margins, change orientation and manage page breaks.
- Learn how to set up your document for printing using the Print function

Entrance requirements:

Delegates are advised to bring their own laptops, with relevant programmes installed to class, in order to complete the training

Programme fee

The programme fee of R1 500 (incl. VAT) covers tuition, instruction material and light refreshments

Duration

2 days

Dates:

For updated programme dates, please contact us or visit our website: www.ukznextendedlearning.com

Disclaimer: Due to the extended planning horizon, UEL reserves the right to amend dates and prices at short notice, whilst protecting the consumer rights and interests of prospective delegates. For the most accurate information, please visit our website: www.ukznextendedlearning.com

Contact

Lemuel Moses

+27 31 260 2663

MosesL@ukzn.ac.za

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University of KwaZulu-Natal, Howard College Campus, Gate 9
Room 212, Innovation Centre, Rick Turner Road, Durban, 4001
www.ukznextendedlearning.com