

## MICROSOFT WORD 2016 – INTRODUCTION

### COURSE SPECIFICATIONS

<b>Course Code:</b>	MS-WRD16-INT
<b>Course No:</b>	OTF-WRD-INT_rev1.1
<b>Course Length:</b>	1 Day
<b>CertiPort Exam No's:</b>	77-725

### COURSE DESCRIPTION

Microsoft Word is a program designed for tasks such as writing letters, updating CV's, creating newsletters, and editing other text-based documents. It is used to enter, edit, format, save, retrieve, and print documents.

Microsoft Word is a powerful word processing program used, especially in everyday computer purposes. With all these advantages in learning and understanding more about Word, also comes the skills in using Word to its fullest potential. Basic tools will be learned in this course, introducing you to a world of using text in a formal, yet easy and manageable manner. Microsoft Word Introduction is the first course in a 4-part-series, introducing you to a program used mostly in everyday life.

### TARGET AUDIENCE

This practical hands-on course is ideal for students who can read, write, use the computer keyboard and they must be able to open and save a document.

### PREREQUISITES

Read and write. Students should also be comfortable working in the Windows 10 environment and be able to use Windows 10 including to open, save and close files. The attendees must be able to work with a mouse/laptop touchpad.

### COURSE OUTCOME

After completing this course students will have a Basic understanding of the Word environment.

### LEARNING OUTLINE

1. Understand Word
  - a. Work with Tools
  - b. Create a Document
  - c. Save a Document
  - d. Preview and Print a Document
2. Basic Editing
  - a. Change and Organize Document Views
  - b. Navigate and Search through a Document
  - c. Select, Replace and Delete text
  - d. Cut, Copy and Paste Text
  - e. Remove Blank Paragraphs
  - f. Change Info in Properties
3. Character Formatting
  - a. Format Character Manually
  - b. Use Format Painter
  - c. Format Text with Styles
  - d. Format Text with Word Art
  - e. Remove Text Formatting

### ASSESSMENTS

Formative assessments in the form of a knowledge questionnaire as well as minor projects will take place during the course.

Summative assessments will be conducted at the end of the course in the form of a practical test.

### MERSETA CERTIFICATION

ONETRUST TRAINING SOLUTIONS has received full accreditation as a MERSETA training provider. Certification number: 17-QA/ACC/2313/21. We are also in the process of extending our scope of accreditation for most of our individual training courses and skills programmes. Successful participants will receive a ONETRUST TRAINING SOLUTIONS certificate for the relevant courses.

## MICROSOFT CERTIFICATION

Microsoft Office certifications gives students a professional edge by providing globally recognized industry endorsed evidence of skills mastery, demonstrating your abilities and willingness to embrace new technologies. Workers can prove their skills and proficiency with Microsoft computer programs by earning the Microsoft Office Specialist (MOS) certification. Individuals can elect to earn certification in one or more Microsoft programs, such as Word, Excel, or PowerPoint.

This course is part of a 4-part-series covers some of the Microsoft Office Specialist exam objectives to help students prepare for the Word 2016 Core Exam (Exam 77-725).

Microsoft Office Specialist is an internationally recognised qualification available in more than 160 countries around the world. Microsoft Office Specialist certification is the only official Microsoft-recognized certification for Microsoft Office globally.

## CONTACT DETAILS

Further enquiries may be directed to:

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