



Product Catalogue of E-learning Courses



COLLEGE AFRICA GROUP

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MS Office 2013

STUDY LANGUAGE: English

MS Word 2013: Introduction

In the course MS Word 2013: Introduction, you will familiarise yourself with the program interface and the navigation in it. You will learn how to enter basic text properly and how to check spelling and grammar in it. You will examine the options of formatting text and the whole paragraphs. You will get to know the basic settings before printing a document, including page setup and inserting headers and footers into the document pages.

List of lessons

- Introduction to Word
- Viewing documents
- Read Mode
- Creating a new document
- Opening documents
- Navigation in a document
- Entering and editing text
- Text selection techniques
- Moving and copying text
- Saving a document
- Page setup
- Text formatting
- Quick text formatting
- Paragraph formatting
- Numbered lists
- Bulleted lists
- Borders and shading
- Automatic text corrections
- Proofing tools
- Language settings
- Header and Footer
- Printing a document
- Working with Microsoft Word Help

Application language

MS Word 2013 - English version

Course content

Pre-assessment (optional)

23 lessons

Final test

Lesson content

Tutorial, exercise, quiz

Estimated time of study

12 hours

Target audience

Office computer user



ABOUT ARNOLD MUSCAT

Obtained a B.Comm degree majoring in Business Management and Economics (UNISA). Arnold also obtained a First Class pass with IMM. Arnold has worked in the financial, sales, marketing, manufacturing, production and retail industries attaining positions of General Manager, Finance Director and MD. Arnold began using spreadsheets in the 1980's and has been a continuous and progressive user of MS office and related programmes for the past 20 years. Arnold has been involved with training since 2005 and is the Managing Director and co-owner of College Africa Group, a national training company in South Africa.



ABOUT JENNY MUSCAT

Obtained a B.Comm degree majoring in Business Management and Industrial Psychology. Jenny also obtained a Diploma in PR and in Real Estate. Jenny has worked in banking and foreign exchange, marketing, public relations, logistics planning, project management, operations in the transport industry and real estate attaining positions of General Manager and Director. Jenny has been involved with project management for more than 20 years which included Rugby World Cup 1995 and World Cup Soccer 2010 held in South Africa. Jenny joined the training industry in 2008 and is currently a Director and co-owner of College Africa Group, a national training company in South Africa



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