



Product Catalogue of E-learning Courses



COLLEGE AFRICA GROUP

Discover your Potential

Website: WWW.COLLEGEAFRICAGROUP.COM

Email: SALES@COLLEGEAFRICAGROUP.COM

Tel: +27 (0) 83 778 4903 Arnold

Call Centre: +27 (011) 881 5998

MS Office 2013

STUDY LANGUAGE: English

MS Word 2013: Advanced

The course MS Word 2013: Advanced focuses on the tools used mainly for editing longer documents or for automating the work in the program. You will learn to split documents into sections, especially in order to insert various headers and footers into different pages. You will also insert a title page and set a watermark. You will learn to create a table of contents based on the document headings, to number inserted pictures and other objects and to create also their automatic list. You will further learn to use fields, hyperlinks and cross-references, footnotes and endnotes. You will also familiarise yourself with the tools used when multiple users work with the same document, such as making notes, tracking performed changes or creating subdocuments.

List of lessons

- Document sections
- Setting a page background
- Inserting symbols and drop caps
- Custom cover page
- Auto Text
- Document pagination
- Searching in a document
- Replacing text
- Hyphenation
- Tracking changes
- Working with comments
- Advanced setting of headers and footers
- Splitting text into columns
- Creating a document outline
- Master document with subdocuments
- Automatic table of contents
- Custom table of contents
- Captions and tables of figures
- Working with fields
- Footnotes and endnotes
- Bookmarks
- Cross-references
- Hyperlinks
- Text translation
- Envelopes and labels
- Mail merge

Application language

MS Word 2013 - English version

Course content

Pre-assessment (optional)

26 lessons

Final test

Lesson content

Tutorial, exercise, quiz

Estimated time of study

13 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



COLLEGE AFRICA GROUP