



Product Catalogue of E-learning Courses



COLLEGE AFRICA GROUP

Discover your Potential

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MS Office 2013

STUDY LANGUAGE: English

MS Word 2013: Intermediate

In the course MS Word 2013: Intermediate, you will learn to adjust the program environment to your specific needs. You will try effective formatting of text by using styles. You will apply the templates offered by the program to create well designed documents. You will examine the creation and editing of tables in order to better arrange the data of a list of records. You will learn to insert various graphical objects to documents, including pictures, charts, SmartArt graphics and shapes and you will try out their further editing directly in Word.

List of lessons

- Basic Word settings
- Customising the Quick Access Toolbar
- Customising the Ribbon
- Custom keyboard shortcuts
- Working with multiple windows
- Using styles and their customisation
- Creating styles
- Creating custom templates
- Editing multi-page documents
- Creating multilevel lists
- Sorting lists in documents
- Converting text to a table
- Tabs
- Creating a table
- Editing the layout of a table
- Editing the graphical appearance of tables
- Calculations in tables
- Design of an irregular table
- Creating charts
- Editing charts
- Inserting pictures
- Editing pictures
- Inserting and formatting SmartArt graphics
- Inserting and formatting shapes
- Inserting screenshots

Application language

MS Word 2013 - English version

Course content

Pre-assessment (optional)
25 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



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