COLLEGE AFRICA GROUP

Learn To Earn

This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - 2010 Microsoft Word Intermediate Course

This comprehensive Word Intermediate 2010 course, which has been superseded by a newer version, 2013, builds on the grounding which was learnt in the Word Essentials 2010 course. The Word Intermediate 2010 course covers some of the more advanced features and functions of Word 2010. This is an intense one day course, 09h00 to 15h30, which will provide the delegate with sufficient 2010 Word Intermediate skills to create sophisticated analytical spreadsheets and master advanced formulae.

This course will prepare the delegate for more advanced Word 2010 courses. The delegate receives a Word Intermediate 2010 manual and an electronic attendance certificate on completion of the Word Intermediate 2010 Course.

We almost run on demand as we try to accommodate the client's work schedule when possible. Contact Arnold 083 778 4903 or emailsales@collegeafricagroup.com for dates in your area?

Topic-Level Outline

- How to use this manual
- Keeping text together
- Page numbering
- Creating headers and footers
- Inserting a field
- Removing an unwanted field
- Finding data
- Replacing text
- Copying/moving between files
- Paste options
- Using the office clipboard
- Clipboard options
- Newspaper style columns
- Adding a section break
- Turning columns on
- Applying borders
- Using drop caps
- Mail merge
- Formatting a field
- Working with the mail merge tools

TOC Continue…

Outlines
Creating the outline
Checking word count
Tracking changes
Highlighting changes
Comparing documents
Protecting a document
Using the research feature
Text translations
Working with wordart
Adding shapes
Collapsing/expanding levels
Moving a heading
Changing the numbering method
Number and bullet lists
Changing the bullet style
Changing the number style
Inserting symbols & special characters
Inserting a hyperlink
Templates
Creating a new template
Using a template
Opening a template
Saving an existing document as a template
Working with comments
Inserting comments
Printing comments
Working with building blocks
Defining quick parts
Inserting a quick part
Deleting a quick part
File properties
Selecting shapes
Moving shapes
Resizing shapes
Deleting shapes
Oops! Undeleting
Rotating shapes

Appendix a: cursor movement keys
Appendix b: shortcut keys

OFFSITE, OUR VENUE, prices from R 1895 ex vat. Includes teas, light lunch, and an electronic attendance certificate. Group discounts apply. **ONSITE, YOUR VENUE**, minimum of three delegates attending simultaneously. Prices on request.

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (http://www.collegeafricagroup.com)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

MS OFFICE

- EXCEL
- WORD
- POWERPOINT
- OUTLOOK
- ACCESS
- PROJECT
- (www.collegeafricagroup.com)

SOFT SKILLS

- SALES NEGOTIATION
- MEETING PROTOCOLS
- TELEPHONE SKILLS
- KEYBOARDING
- (www.collegeafricagroup.com)

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Excel Automation
(Excel Automation)

MS PROJECT

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Master MS Project for quick info and outcomes
(MS Project)

KEYBOARDING

Save time!
Learn to touch-type and be more accurate.

EBOOKS AND ONLINE TAINING

Excel Essentials 2013 Ebook, workbooks, and solutions.
Excel Intermediate 2013 Ebook, workbooks, and solutions.
Excel Advanced 2013 Ebook, workbooks, and solutions.
Excel comprehensive online courses, email for more details.

CONTACT DETAILS

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Committed to skills development in the Media, Advertising and ICT sector
Accreditation no: ACC/2011/07/066

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