

## WORD – LEVEL 2

Non-Credit Bearing

***Take your Word skills to the next level and  
create professional, polished documents with ease***

Microsoft Word offers powerful tools beyond basic document creation. Mastering its advanced formatting, design, and organisational features can significantly enhance your productivity and efficiency. Whether you're managing business reports, marketing materials, or administrative documents, this course will help you streamline tasks and create visually impactful content.

This one-day course builds on foundational Word skills, introducing advanced formatting techniques, working with sections and columns, integrating imported data, and using graphics to enhance documents. You will also explore styles, templates, and automation tools to improve efficiency.

### **PRE-REQUISITE**

Delegates must have completed:

- Word Level 1 **OR**
- Equivalent experience using MS Word for basic document creation, editing, and formatting

### **WHO SHOULD ATTEND**

- Office professionals creating reports, letters, and business documents
- Managers looking to structure and present information effectively
- Marketers designing professional brochures, flyers, and promotional materials
- Administrators seeking to automate and streamline tasks
- Anyone aiming to enhance their Word skills for greater impact and efficiency

### **HOW YOU WILL BENEFIT**

- Save time by using Word's advanced features to automate and simplify tasks
- Enhance documents with professional formatting, charts, tables, and graphics
- Work confidently with sections, columns, and imported data for structured layouts
- Create professional, visually appealing documents that communicate effectively
- Build on your skills in preparation for advanced Word training

*One-day course 08:15am-16:00pm*

*Tel: (031) 267 1229*

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TOPIC	WHAT WE WILL COVER
<b>Module 1: Working with Sections and Columns</b>	<ul style="list-style-type: none"> <li>Using various types of breaks to create sections in a document</li> <li>Entering and formatting text into multiple columns</li> </ul>
<b>Module 2: Formatting Tables</b>	<ul style="list-style-type: none"> <li>Creating, modifying, and moving tables</li> <li>Highlighting table cells by adding borders and shading</li> <li>Using Table Styles for a professional look</li> <li>Using formulas in a table</li> </ul>
<b>Module 3: Working with Imported Data</b>	<ul style="list-style-type: none"> <li>Importing an Excel workbook into Word</li> </ul>
<b>Module 4: Using Styles and Building Blocks</b>	<ul style="list-style-type: none"> <li>Applying and modifying Styles for consistent formatting</li> <li>Using Outline View to create/edit headings and rearrange content</li> <li>Using Building Blocks to insert reusable content</li> </ul>
<b>Module 5: Working with Headers and Footers</b>	<ul style="list-style-type: none"> <li>Customising headers and footers for branding</li> <li>Creating sections for different headers and footers</li> <li>Inserting page numbering</li> </ul>
<b>Module 6: Working with Graphics</b>	<ul style="list-style-type: none"> <li>Inserting and formatting pictures, SmartArt, and WordArt</li> <li>Creating and customising watermarks</li> <li>Creating shapes, borders, and text shading for enhanced visuals</li> </ul>
<b>Module 7: Working with Templates</b>	<ul style="list-style-type: none"> <li>Using a template to create a document</li> <li>Creating and modifying a custom template</li> </ul>