

End User Computing: Microsoft Word – Document Formatting

1. Overview

This programme equips participants with the essential skills to efficiently create, edit, and manage documents using Microsoft Word. Covering both fundamental and advanced features, learners will gain the ability to produce professional-quality documents such as reports, letters, forms, and merged documents. The course emphasizes practical application, ensuring participants can work confidently with formatting tools, tables, columns, and templates to optimize productivity and document presentation.

2. Programme Outcome:

- Work with multiple documents simultaneously
- Apply text, paragraph, and page formatting
- Format complete documents professionally
- Create and use templates
- Create, edit, and format tables
- Insert and manage columns within documents
- Understand and create merged documents

Qualification:

Certificate of Completion

Duration:

3-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0909

SAQA US:

117924, 119078, 116942

NQF Level:

3

Credits:

13

Entry Requirements:

Communication & Mathematical Literacy at NQF 2

Training Options:

Online - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location.

Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.

Minimum Participants Required:

(1) Online & (1) Face-to-face

3. Programme Content

- **(117924 US):** Use a Graphical User Interface (GUI)-based word processor to format documents
- **(119078 US):** Use a GUI-based word processor to enhance a document through the use of tables and columns
- **(116942 US):** Use a GUI-based word processor to create merged documents

4. Topics

- Module 1: Document Formatting
- Module 2: Working with Tables and Columns
- Module 3: Creating Merged Documents

5. Assessments

This programme includes a Portfolio of Evidence (POE) that must be submitted at the end of the programme. The POE include:

- **Knowledge Assessments:** To evaluate theoretical understanding
- **Practical Assignments:** Hands-on tasks related to course topics
- **Workplace Assignments and Logbook:** Application of skills in real-world settings

Successful participants will receive a certificate of completion.

6. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

We trust that the above is in order and look forward to hearing from you for Implementation