



Word Processing Programme

Overview

The word processing skills programme is intended for people who need to use advanced formatting to documents and to enhance a document through the use of tables and columns using a GUI-based word processor either as a user of computers or as basic knowledge for a career needing this competency, like the ICT industry.

Learning Programmes alignment

SAQA ID 49077, National Certificate in End User Computing – NQF Level 3

(Total number of credits: 10)

Title	Unit Standards
Use a Graphical User Interface (GUI)-based word processor to format documents	117924
Use a GUI-based word processor to enhance a document through the use of tables and columns	119078

Learning Outcomes

117924 (Word Basic)

- Work with multiple documents
- Format text
- Format paragraphs
- Format pages
- Format a document
- Templates are used and created

119078 (Word Advanced)

- Create and edit a table.
- Format a table according to given requirements.
- Create and edit columns in a document.
- Format columns in a document.

Type of learning and duration

- Instructor-led
- Full-time – 3 working days (8 hour sessions)
- Part-time – 3 Saturdays (5 hour sessions)

Who should enroll?

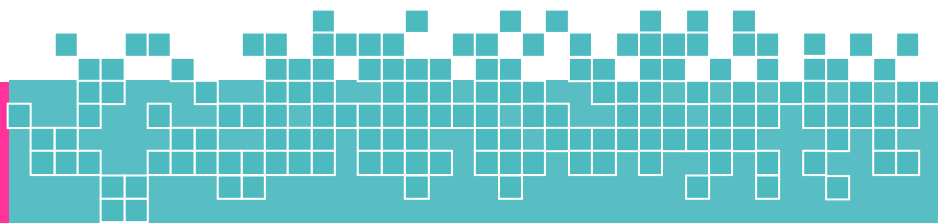
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Admission requirements

- Communication, NQF Level 2 or Grade 10 equivalent.

Minimum Intake

15 per class.





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Accreditation and Certification

Ginini Consulting (Pty) Ltd is accredited by MICT SETA for these Unit Standards with Accreditation number ACC/2018/07/0027.

Learners who are declared COMPETENT on all two unit standards after external moderation by the MICT SETA will receive a SETA issued Statement of Results and Ginini Consulting Certificate of Competence endorsed by MICT SETA.



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