



PST TRAINING (PTY) LTD

# PST Training (Pty) Ltd

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## MS Word (Intermediate)

### Overview

This one-day course builds on the foundational skills from the MS Word (Introduction) course, enabling participants to design professional documents that incorporate structured layouts, advanced formatting, tables, charts, graphics, and templates. Delegates will also learn how to use styles, building blocks, and section breaks to create consistent, high-quality documents efficiently.

### Objectives

By the end of this course, participants will be able to:

- Create and modify tables, including sorting data, merging/splitting cells, and performing calculations
- Design and manage multi-level lists with custom formatting
- Work with section breaks and column layouts
- Create, modify, and manage text styles and style sets for consistency
- Build and save templates for reuse
- Use building blocks for reusable content
- Insert, edit, and format pictures, shapes, charts, SmartArt, and organisation charts
- Apply advanced formatting such as borders, WordArt, and linked text boxes

### Course Prerequisite

MS Word (Introduction)

### Language of Delivery

English

### Delivery Methods

This course is facilitated by a competent and experienced subject matter trainer using practical, hands-on learning methods including questions, discussions, exercises and assessments.

### Who should attend?

This course is ideal for individuals who need to design and collaborate on professional documents that incorporate complex formatting and visual elements, including:

- Administrative Assistants
- Office Administrators
- Secretaries
- Personal Assistants (PAs)
- Marketing or Sales Support Staff
- Project Coordinators
- HR Administrators
- Training and Development Staff

### Course Outline

#### This course consists of the following 6 modules

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <b>Module 1</b> | <b>Working with Tables</b> <ul style="list-style-type: none"><li>• Table creation and selection techniques</li><li>• Moving or copying cells</li><li>• Adding captions and using AutoCaption for tables</li><li>• Adding/deleting rows, columns, and tables</li><li>• Sorting table data</li><li>• Repeating headings, merging/splitting cells, aligning content, creating nested tables</li><li>• Performing calculations in tables and adding images to cells</li></ul> |
| <b>Module 2</b> | <b>Lists, Columns, and Section Breaks</b> <ul style="list-style-type: none"><li>• Creating indented and non-indented multilevel lists</li><li>• Using drop caps</li><li>• Understanding and applying section breaks</li><li>• Creating and customising columns</li></ul>                                                                                                                                                                                                  |
| <b>Module 3</b> | <b>Styles, Templates, and Building Blocks</b> <ul style="list-style-type: none"><li>• Creating and modifying text styles</li><li>• Using built-in styles and creating custom ones</li><li>• Managing, importing, and exporting styles</li><li>• Changing the default "Normal" style</li><li>• Applying themes and style sets</li><li>• Creating and saving templates</li><li>• Creating and modifying building blocks</li></ul>                                           |

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| <b>Module 4</b> | <b>Working with Pictures</b> <ul style="list-style-type: none"> <li>• Inserting, selecting, and duplicating pictures</li> <li>• Modifying images and applying text wrapping styles</li> <li>• Adding watermarks</li> </ul>                                                                                                                                                                  |
| <b>Module 5</b> | <b>Shapes, WordArt, and Page Borders</b> <ul style="list-style-type: none"> <li>• Inserting and formatting shapes</li> <li>• Grouping/ungrouping and arranging shapes</li> <li>• Changing outlines, fills, and adding effects</li> <li>• Rotating, flipping, and reordering shapes</li> <li>• Using WordArt and text boxes</li> <li>• Linking text boxes and adding page borders</li> </ul> |
| <b>Module 6</b> | <b>Charts and SmartArt</b> <ul style="list-style-type: none"> <li>• Inserting and editing charts</li> <li>• Adding/removing rows and columns from chart data</li> <li>• Formatting charts for clarity and impact</li> <li>• Creating SmartArt diagrams, including organisation charts</li> <li>• Modifying content, formatting text, and applying styles/colours</li> </ul>                 |

## Additional Information

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| <b>Duration</b> | 1 Day                                                                                                                                                          |                                                                                                                                                                               |
| <b>Includes</b> | <ul style="list-style-type: none"> <li>• Comprehensive Manual</li> <li>• Lunch &amp; Refreshments<br/>(not applicable to on-site / online training)</li> </ul> | <ul style="list-style-type: none"> <li>• Electronic Certificate<br/>(on successful completion of the course)</li> <li>• Electronic Delegate Feedback Questionnaire</li> </ul> |