



Sakhisisizwe Projects

MS Word in a Day !

Introduction/intermediate/advanced

SAQA ID: 116938 Beginners Day 1

- + CREATE DOCUMENTS
- + PRODUCE A DOCUMENT
- + FORMAT A DOCUMENT
- + EDIT A DOCUMENT
- + SPELLING AND GRAMMAR
- + DISPLAY CHARACTERISTICS



SAQA ID: 117924 INTERMEDIATE Day 2

FORMAT PARAGRAPHS

- + FORMAT PAGES
- + FORMAT A DOCUMENT
- + TEMPLATES

SAQA ID: 119078 Advanced Day 3

- + PROOFING TOOLS
- + Print Preview
- + CREATE AND EDIT TABLES
- + Format columns, rows and cells
- + Nested Tables
- + Working With Long Tables
- + Using Tables As Spreadsheets
- + CREATE AND EDIT COLUMNS
- + FORMAT COLUMNS
- + Work with text boxes



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