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Department:
Statistics South Africa
REPUBLIC OF SOUTH AFRICA

SPECIFICATION

DELIVERY MODE	TRAINING TYPE	LEARNING CONTENT/TRAINING CONTENT OUTLINE	DURATION OF THE COURSE
Face to Face Service provider training venue	Microsoft word	<p>Working with Files</p> <ul style="list-style-type: none">• Creating new documents• Opening previously saved documents• Saving your work <i>Handout #2 Saving a File</i>• Typing Text <i>Handout #3 Keyboarding</i>• Cursor & Insert Point• Selecting Text <i>Handout #4 Mouse Click Training</i>• Formatting Text and Paragraphs <i>Handout #5 Formatting Text</i> <p>Formatting Practice</p> <ul style="list-style-type: none">• Indents and spacing• Bullets and numbering• Font type - size – color• Italic• Bolding• Underlining• Aligning <p>Editing</p> <ul style="list-style-type: none">• Replacing text• Copying Pasting or Moving Text• Spelling and Grammar <i>Handout #6 Proofing your work</i>	2 - 5 days

TAKE NOTE OF THE BELOW

Assessment Type: EXAM

Service Provider MUST provide or attach course outline

Accreditation Status: Suppliers who are accredited with QCTO

-Offering Accredited Courses.