

# Microsoft Word Advanced Course Schedule

Unit Standard: 258898

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## Course Schedule

1. Maintaining document integrity
2. Working with sections
3. Working with Page Setup
4. Advanced headers and footer options
5. Advanced page orientation options
6. Reviewing a document – tracking changes
7. Using and creating Styles
8. Referencing table of contents, index & captions
9. Using electronic links
10. Hyperlinks
11. Bookmarks

### ABOUT THIS COURSE:

Course Duration: 1 Day

Cost per Person: R800-00

Venues: Our training room or yours

*Assessment and moderation of submitted POE's @ R250 pp*

Unit Standard: 258877 & 258875

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## Course Schedule

1. Master and Sub Master Documents
2. Using document outlines
3. Creating and using forms
4. Adding field properties
5. Advanced Form and Report Building and Use
6. Using bound controls
7. Creating and using macros

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