

Microsoft Word Report Writing Course Schedule

Unit Standard: 110023

Course Schedule

A. Introduction

1. Understanding different types of reports
2. Understanding the importance and purpose of reports

B. Building your Reports

3. Choosing formats for your reports
4. Choosing a structure and sequence of various reports
5. Editing and Formatting your report
6. Compiling reports
7. Using templates for reports
8. Ensuring your reports are correct – proof reading and layout
9. Dealing with amendments

C. Information for your Reports

10. Collecting information / research for your reports

D. Report Organisation

11. Managing reports within your company
12. Distribution of reports
13. Time issues
14. Effective writing habits

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*

Sankin Computer Training
Tel: 031 261 5244