

# PRODUCE WORD PROCESSING DOCUMENTS FOR BUSINESS

<b>Duration:</b>	2 days
<b>Target:</b>	Operators / candidates competent in NQF Level 2
<b>Prerequisite:</b>	NQF Level 2
<b>NQF Info:</b>	NQF Level 3
<b>Qualification:</b>	Towards the National Certificate in Plastics Manufacturing / Polymer Composite Fabrication NQF Level 3
<b>Credits:</b>	5
<b>Certification:</b>	merSETA-accredited Plastics SA Certification

## Unit Standard

- Produce word processing documents for business [7570]

## Objective of Learning Programme

To demonstrate knowledge of the uses and advanced features of a word processing package on a personal computer (including use of spell-check and grammar checking tools); to create and use bulleted and numbered lists and tables; to import and position pictures, images and objects into a word processing document; to use the mail merge feature and to save the document in a format that it can be used in other applications.

## Outcomes

*At the end of the learning programme, learners will be able to*

- Change the appearance of a document
- Check documents for spelling and grammar
- Create lists and tables in documents
- Add and manipulate pictures, images and objects in a document
- Use mail merge feature
- Save a document in a different file format

## Contents

- Creating borders, templates, adding existing styles to a document, inserting and formatting headers and footers, page /section breaks, inserting symbols, date and time and page numbers in text and inserting endnotes and footnotes
- Using the thesaurus/spell-check tool and making appropriate changes, creating lists and tables in documents, inserting and formatting bulleted or numbered lists, creating a standard table, changing table attributes, adding borders to a table and using the automatic table formatting tool
- Inserting a picture from a file, changing an inline picture to a floating picture, changing line colours, line styles, width and fill colour and auto shapes; inserting and manipulating images in a document and adding a spreadsheet, chart or graph
- Creating a mailing list or data file, by merging a mailing or data list with a label document or envelope; creating a letter list by merging a mailing or data list with a letter; saving a document in a different file format

## Assessment and Certification

- Workplace Experience Assignments to be submitted within two weeks following training. A Plastics|SA Certificate of Competence is issued to successful candidates.
- Relevant credits may be awarded to successful learners upon merSETA due approval process.