

1. Process gas
2. Cutting nozzle
3. Nozzle offset
4. Cutting speed
5. Molten material
6. Dross
7. Cut roughness
8. Heat affected zone
9. Kerf width

4 MAGNETIC CHARGER KEEP-OUT
DO NOT OBSTRUCT
THE CHARGING PAD

6 HEART RATE SENSOR
KEEP-OUT
NO THICKING
BEYOND FIELD
IN WATCH
DIRECTION

IKUSASA

CNC TRAINING CENTRE

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MICROSOFT

WORD INTERMEDIATE

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MICROSOFT COURSES

Word Intermediate

Requirements: An understanding of the English language as well as a basic understanding of Windows 7 or 10 and Word 365.

Duration: 1 Day (Available Upon Request)

Time: 08:30 - 16:00

Inclusions: Catering & Refreshments (full time in-house training), relevant stationary, competency certificate.

OVERVIEW

This course teaches learners to create detailed documents, including text layout, tables, charts, and graphics. It also covers automation of content using fields, Quick Parts, Building Blocks, bookmarks, and cross-references.

The course consists of 1 day in-class where we cover the following but is not limited to:

1. Working with Tables

- Insert a table
- Navigate through a table
- Select parts of a table
- Add text to a table
- Modify a table
- Table contextual tabs
- The Table Properties dialog box
- Sort rows in a table

- Perform calculations in a table
- Convert tabbed text to a table
- Convert a table to text
- Format a table
- Modify or create a custom table style
- About Quick Tables

2. Working with Charts

- Create a new chart
- Change the chart data
- Apply a different chart layout
- Add and remove chart elements
- Change the chart style and type
- Format chart elements
- Additional chart tools

3. Working with Graphics

- Insert and format pictures, screenshots and screen clippings
- Text boxes
- Shapes
- Insert and edit SmartArt and WordArt
- Insert symbols and special characters
- Add a drop cap

4. Advanced formatting

- Create and use Word templates
- Themes, colours, fonts and effects
- Apply borders and shading
- Multilevel numbering
- Control paragraph flow
- Control page flow with page and section breaks
- Newspaper-style columns
- Advanced page setup

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5. Create, use and edit styles

- About styles and the Styles pane
- Apply and remove paragraph and text styles
- Change a paragraph and text style
- Create a new style
- Choose a different style set

6. Working with Quick Parts

- Building Blocks
- AutoText