



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Microsoft Word Document Creation And Editing Skills Training

Physical, Mathematical, Computer and Life Sciences / Information Technology and Computer Sciences

Unit Standard 116398 · NQF Level 1 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with comprehensive skills to create, format, edit, and manage Microsoft Word documents efficiently. Participants will gain practical proficiency in producing professional documents, applying advanced formatting features, and utilising collaboration tools to enhance workplace productivity.

Category	Physical, Mathematical, Computer and Life Sciences
Subfield	Information Technology and Computer Sciences
Unit Standard	116398
Accreditation	SAQA Accredited · NQF Level 1 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Create and save new documents using templates and blank documents.
- Apply text formatting, paragraph styles, and page layout settings.
- Insert and manipulate tables, images, and other graphical elements.
- Use proofing tools, track changes, and comments for document review.
- Implement mail merge to produce personalised letters and labels.
- Demonstrate ability to organise and manage document versions and file formats.

WHO SHOULD ATTEND

- This course is ideal for administrative staff, office professionals, data capturers, and anyone who needs to create and edit Word documents as part of their daily work responsibilities.

COURSE OUTLINE

Day 1: Foundational Document Creation and Editing

- Introduction to the Word interface and file management.
- Creating documents from templates and blank documents.
- Text entry, selection, and basic formatting.
- Paragraph formatting: alignment, indentation, and line spacing.
- Editing techniques: cut, copy, paste, and clipboard.
- Proofing tools: spell check, grammar, and thesaurus.
- Inserting tables and simple graphics.
- Page layout: margins, orientation, headers/footers, and page breaks.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **4 NQF credits** at **NQF Level 1**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 12,800.00	R 12,800.00
1	In-House	R 16,600.00	R 16,600.00
1	On-Campus (Pretoria)	R 19,200.00	R 19,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
04 Aug 2026	04 Aug 2026	On-Campus	Johannesburg, South Africa
05 Aug 2026	05 Aug 2026	On-Campus	Mauritius
06 Aug 2026	06 Aug 2026	On-Campus	Cape Town, South Africa
07 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	10 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	11 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	11 Aug 2026	On-Campus	Mauritius
12 Aug 2026	12 Aug 2026	On-Campus	Cape Town, South Africa

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 116398) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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