



Accredited Africa Training Institute for Capacity Development

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

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Text Formatting And Layout Editing Skills Training

Communication Studies and Language / Language

Unit Standard 117947 · NQF Level 7 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learners with the skills to format and edit text documents professionally, focusing on layout design, typography, and style consistency. Participants will gain practical expertise in using word processing software to produce polished, business-ready documents that adhere to organisational standards.

Category	Communication Studies and Language
Subfield	Language
Unit Standard	117947
Accreditation	SAQA Accredited · NQF Level 7 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply advanced text formatting techniques to improve document readability and visual appeal.
- Analyze document layouts to ensure consistency and alignment with corporate style guides.
- Evaluate the effectiveness of typography choices, including font selection, spacing, and alignment.
- Design document templates that streamline repetitive formatting tasks.
- Implement layout editing features such as columns, tables, and headers/footers for professional presentation.
- Demonstrate proficiency in using styles, themes, and automated formatting tools to maintain document integrity.

WHO SHOULD ATTEND

- This course is ideal for administrative staff, office managers, content creators, and any professionals who regularly produce or edit text-based documents and wish to enhance their formatting and layout skills.

COURSE OUTLINE

Day 1: Introduction to Text Formatting and Layout Principles

- Overview of the course and unit standard requirements.
- Fundamentals of typography: serif vs sans-serif, font families, and point sizes.
- Paragraph formatting: alignment, indentation, line spacing.
- Introduction to page layout: margins, orientation, and columns.
- Hands-on practice: formatting a simple business letter.

Day 2: Advanced Text Formatting Techniques

- Character formatting and its impact on emphasis.
- Working with styles: creating, modifying, and applying paragraph and character styles.
- Lists: customising bullets, numbering, and multilevel lists.
- Special text elements: drop caps, text boxes, and WordArt.
- Efficient editing with advanced find and replace.

Day 3: Page Layout and Document Structure

- Section breaks: continuous, next page, and odd/even pages.
- Headers and footers: different first page, linking/unlinking sections.
- Column layouts: balancing text and column breaks.
- Page numbering: formats, starting values, and suppression.
- Enhancing pages with watermarks, borders, and background colours.

Day 4: Working with Tables and Graphics

- Table creation: inserting, drawing, and converting text to tables.
- Table formatting: shading, borders, text alignment, and repeating headers.
- Graphic insertion: from files, online sources, and screenshots.
- Positioning: text wrapping, anchoring, and layering.
- Adding captions and cross-references for professional documents.

Day 5: Styles, Templates, and Automation

- Template creation: saving, modifying, and using templates.
- Quick Parts: building blocks, AutoText, and document properties.
- Themes: applying and customising fonts, colours, and effects.
- Table of contents: automatic generation and customisation.
- Indexes and bibliographies: marking entries and inserting.

Day 6: Proofreading, Collaboration, and Finalisation

- Proofreading tools: spell check, grammar, thesaurus, and readability statistics.
- Collaboration: track changes, comments, and reviewing pane.
- Document comparison and merging changes.
- Security: password protection, marking as final, and restricting editing.
- Output preparation: print settings, PDF export, and accessibility checks.

Day 7: Integration, Assessment, and Application

- Capstone project: create a professional report or newsletter from scratch.
- Practical assessment: formatting and layout task covering all unit standard outcomes.
- Peer review and feedback session.
- Recap of best practices and common pitfalls.

- Resources for further learning and certification pathways.

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 **10 NQF credits** at **NQF Level 7**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 32,400.00	R 32,400.00
1	In-House	R 42,200.00	R 42,200.00
1	On-Campus (Pretoria)	R 48,600.00	R 48,600.00

UPCOMING SESSIONS

Start	End	Method	Venue
04 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE
05 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
05 Aug 2026	13 Aug 2026	On-Campus	Lagos, Nigeria
06 Aug 2026	14 Aug 2026	On-Campus	Johannesburg, South Africa
07 Aug 2026	17 Aug 2026	On-Campus	Mauritius
10 Aug 2026	18 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	19 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	20 Aug 2026	On-Campus	Abu Dhabi, UAE

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 117947) 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.

Accredited Africa Training Institute for Capacity Development

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

Tel: +27 12 004 8389 · WhatsApp: +27 65 077 6310 · apply@aatid.co.za · www.aatid.co.za