



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

Use A Gui Based Word Processor To Enhance A Document Through The Use Of Tables And Columns Training

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

Unit Standard 119078 · NQF Level 3 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips learners with the skills to enhance documents using tables and columns in a GUI-based word processor. Participants will learn to create, format, and manipulate tables and columns to improve document structure and readability. The course focuses on practical application for professional and administrative tasks.

Category	Physical, Mathematical, Computer and Life Sciences
Subfield	Information Technology and Computer Sciences
Unit Standard	119078
Accreditation	SAQA Accredited · NQF Level 3 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate the ability to create and format tables to organise data effectively.
- Apply column layouts to text for improved document readability and design.
- Implement table features such as merging, splitting, and sorting to manage content.
- Evaluate document enhancements by adjusting table and column properties for professional output.
- Design documents that integrate tables and columns to meet specific formatting requirements.
- Analyse the impact of table and column use on document clarity and presentation.

WHO SHOULD ATTEND

- This course is designed for office administrators, data capturers, and anyone who needs to produce well-structured documents using a word processor.
- It is ideal for individuals seeking to improve their document formatting skills for workplace efficiency.

COURSE OUTLINE

Day 1: Introduction to Tables and Columns in Word Processing

- Overview of GUI-based word processors (e.g., Microsoft Word, LibreOffice Writer).
- Inserting tables: rows, columns, and cell navigation.
- Formatting tables: borders, shading, alignment, and cell merging.
- Working with columns: section breaks and column presets.
- Adjusting column width and spacing.
- Adding column breaks and balancing column content.
- Practical exercise: Create a simple timetable or price list.

Day 2: Advanced Table and Column Techniques for Professional Documents

- Advanced table tools: sorting data, performing calculations, and converting text to table.
- Nested tables and table properties (cell margins, text direction).
- Text wrapping around tables and columns.
- Using styles and themes for consistent formatting.
- Inserting images, captions, and cross-references in tables.
- Reviewing and finalising documents: spell check, print preview, and PDF export.
- Practical project: Design a newsletter or report with tables and multi-column layout.

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 **5 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 15,400.00	R 15,400.00
1	In-House	R 20,000.00	R 20,000.00
1	On-Campus (Pretoria)	R 23,100.00	R 23,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
04 Aug 2026	05 Aug 2026	On-Campus	Dubai, UAE
04 Aug 2026	05 Aug 2026	On-Campus	Mauritius
04 Aug 2026	05 Aug 2026	On-Campus	Lagos, Nigeria
06 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
06 Aug 2026	07 Aug 2026	On-Campus	Cape Town, South Africa
06 Aug 2026	07 Aug 2026	On-Campus	Johannesburg, South Africa
10 Aug 2026	11 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	11 Aug 2026	On-Campus	Pretoria, 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 119078) 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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