



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

Master and Subdocuments in GUI Word Processor

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

Unit Standard 258877 · NQF Level 4 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the knowledge and skills to effectively create, manage, and manipulate master and subdocuments in a GUI-based word processor. It focuses on organising large documents by linking multiple subdocuments into a cohesive master document, enabling efficient editing, formatting, and navigation. By the end of the course, participants will be able to streamline document management and improve productivity in professional environments.

Category	Physical, Mathematical, Computer and Life Sciences
Subfield	Information Technology and Computer Sciences
Unit Standard	258877
Accreditation	SAQA Accredited · NQF Level 4 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate understanding of the concepts and purposes of master and subdocuments in a GUI-based word processor.
- Create a master document and link subdocuments using appropriate software tools.
- Apply techniques to edit, format, and update master and subdocuments while maintaining consistency.
- Implement methods to reorganise, expand, or collapse subdocuments within a master document.
- Evaluate and resolve common issues such as broken links, formatting conflicts, and version control.
- Design a structured document management approach using master and subdocuments for collaborative projects.

WHO SHOULD ATTEND

- This course is designed for administrative professionals, document controllers, project managers, and any individuals who regularly work with lengthy or complex documents and need to master advanced word processing features.

COURSE OUTLINE

Day 1: Mastering Master and Subdocuments

- Introduction to master and subdocuments: purpose and benefits.
- Creating a master document from scratch and inserting subdocuments.
- Working with subdocuments: splitting, merging, and locking.
- Using templates and styles for uniform formatting.
- Managing cross-references, footnotes, and headers/footers.
- Updating and synchronizing content across subdocuments.
- Generating a table of contents and index for the master document.
- Troubleshooting common issues: broken links and formatting conflicts.

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 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 9,400.00	R 9,400.00
1	In-House	R 12,200.00	R 12,200.00
1	On-Campus (Pretoria)	R 14,100.00	R 14,100.00

UPCOMING SESSIONS

No sessions are currently scheduled. Please contact us to arrange a session at a time and location that suits your team.

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 258877) 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