



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

Advanced Document Creation and Review Using GUI Word Processor

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

Unit Standard 258898 · NQF Level 3 · 7 Credits · 4 Days

COURSE OVERVIEW

This course equips learners with advanced skills to create, format, review, and finalise professional documents using a GUI-based word processor. It covers efficient document production, collaborative review tools, and compliance with organisational standards, ensuring learners can produce high-quality business documents.

Category	Physical, Mathematical, Computer and Life Sciences
Subfield	Information Technology and Computer Sciences
Unit Standard	258898
Accreditation	SAQA Accredited · NQF Level 3 · 7 Credits
Duration	4 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply advanced formatting techniques to enhance document layout and readability.
- Analyse document requirements and select appropriate templates, styles, and tools.
- Evaluate document content for accuracy, consistency, and compliance with organisational standards.
- Design and implement collaborative review processes using track changes and comments.
- Demonstrate the ability to finalise and protect documents for distribution.
- Implement efficient document navigation and management strategies.

WHO SHOULD ATTEND

- This course is designed for administrative professionals, office managers, and any individuals who need to produce and review complex documents in a corporate environment.

COURSE OUTLINE

Day 1: Foundations of Advanced Document Creation

- Overview of advanced word processing features
- Creating and applying styles (paragraph, character, linked, table)
- Using templates for consistent document formatting
- Inserting and formatting tables
- Working with images, shapes, and SmartArt
- Using headers, footers, and page numbering
- Document navigation: headings, bookmarks, and hyperlinks
- Customising the user interface and shortcuts

Day 2: Collaborative Review and Editing Tools

- Track Changes: options, customisation, and review
- Inserting, replying to, and resolving comments
- Comparing and combining documents
- Document protection: read-only, editing restrictions, passwords
- Co-authoring in real-time (e.g., Office 365, Google Docs)
- Version history and document recovery
- Using digital signatures and document certification
- Best practices for collaborative document review

Day 3: Advanced Formatting and Automation

- Creating multilevel lists and list styles
- Generating tables of contents, tables of figures, and indexes
- Using cross-references and captions
- Working with fields: date, page, document info
- Building and using Quick Parts and AutoText
- Introduction to macros: recording, editing, and running
- Creating fillable forms with content controls
- Protecting forms and restricting editing

Day 4: Document Integration and Final Review

- Linking and embedding objects (OLE)
- Importing data from spreadsheets and databases
- Mail merge: letters, labels, and envelopes
- Managing recipient lists and customising merge fields
- Document output: print settings, PDF, and EPUB export
- Accessibility checks and compliance
- Final document review: consistency, errors, and formatting
- Best practices for document management and archiving

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 **7 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 20,500.00	R 20,500.00
1	In-House	R 26,600.00	R 26,600.00
1	On-Campus (Pretoria)	R 30,800.00	R 30,800.00

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 258898) 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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