24hrs - ICDL Perform Advanced Word Processing Functions (Word Advanced)

Course Code: CRS-Q-0026988-ES

Course Duration: 3 days (23 hours of training, 1 hour of assessment), 9:00am – 6:00pm

Text and Paragraph Formatting

- Considerations for Designing a Word Document
- Advanced Find and Replace Options
- Controlling Text Move or Copy
- Using and Customizing AutoCorrect
- Automatic Formatting
- Create & Insert AutoText
- Positioning Graphics by Adjust Text Wrapping
- Changing Line Spacing
- Changing Spacing between Paragraphs
- Applying Paragraph Pagination
- Apply, Create, Modify and Delete a Style
- Outline Level Styles
- Create Bulleted and Numbered Lists
- Use & Format Columns & Column Break

Advanced Table Formatting

- Using Table Styles
- Merging and Splitting Cells/Tables
- Converting Text to Table or Table to Text
- Working with Sorting and Formulas
- Adjusting Table Alignment and Text Wrapping
- Working with Cell Formatting
- Repeating Header Rows and Applying Row Breaks

Formatting the Page

- Using Page Breaks
- Working with Section Breaks
- Applying Section Formatting
- Using Headers and Footers
- Working with Watermarks

Working with References

- Using Footnotes and Endnotes
- Working with Captions & Table of Figures
- Creating & Use of Table of Contents
- Create, Mark, Insert and Update of Index

Working with Fields and Forms

- Working with Field Codes
- Creating a New Form
- Adding Content Controls
- Assigning Help to Form Content Controls
- Preparing the Form for Distribution
- Filling Out a Form

Performing Advanced Mail-Merging

- Editing the Data Source
- Selecting Different Type of Data Source
- Inserting Rules Fields

Linking and Embedding

- Insert, Edit & Delete Hyperlinks
- Differences between Linked and Embedded Objects
- Linking & Embedding Object

Automation with Macros

- Record, Play & Delete a Macro
- Adding a Macro to Toolbar

Using Collaborative Editing Tools

- Tracking Revisions
- Accepting and Rejecting Revisions
- Using Comments
- Comparing and Combining Documents
- Password Protecting a Document
- Protecting a Document

Managing Outlines and Long Documents

- Creating a Document in Outline View
- Rearranging an Outline or Long Document
- Numbering an Outline
- Viewing an Outline
- Navigating Long Documents
- Working with Master Documents
- Expand, Insert & Remove Subdocuments
- Make a Subdocument Part of the Master Document

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Course Fees & Schedule

Full Course Fee: $520 + $36.40 (gst) = $556.40 (Inclusive of gst)

Company Sponsored

- Enhanced Absentee Payroll applicable. (Valid till 31 Dec 2020)
  - SME & Non-SME - $10 x 24 hours = $240
- WSS scheme trainees (Singaporean aged above 35 and earn less than $2300)
  - Employers will be eligible for Absentee Payroll support at 95% of hourly basic salary (subject to WSS eligible criteria)

Self-Sponsored

- Skillsfuture Credit eligible for Singapore Citizens aged 25 and above.
- Singaporean aged 17 to 30 may use PSEA (Post-Secondary Education Account) for fee payment.
- You may use U-tap to defray 50% of the unfunded course fee, capped at $250/year.
- Training Commitment Award (TCA) of $100 for completing 2 WSQ courses.

Company Sponsored			Self-Sponsored	
SME	Non-SME		All Singapore Citizens and PRs aged ≥ 21 Years	Singapore Citizens Aged ≥ 40 Years (capped at $25/hr or 90% of the course fee)
Singaporean & PR (90% of course fees, capped at $25 per hour)	Singaporean & PR (80% of course fees, capped at $17 per hour)	Singaporean aged >=40 (capped at $25/hr or 90% of the course fee)		
$88.40	$148.40	$88.40	$148.40	$88.40

Trainees are entitled to the training grant when they meet 75% of the training attendance and pass the requisite assessment.

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