



**THE UNITED REPUBLIC OF TANZANIA**  
**INSTITUTE OF ACCOUNTANCY ARUSHA**



**SHORT COURSE ANNOUNCEMENT**  
**ON**  
**MICROSOFT WORD FOR HIGH PRODUCTIVITY PROGRAMME**

(16<sup>th</sup> – 27<sup>th</sup> September 2019 - IAA Arusha Campus, Arusha)

**1.0 COURSE BACKGROUND**

The Microsoft Word 2013 short course is a comprehensive course designed to differentiate yourself in today's job market, display your advanced skills and broaden employment opportunities, improve potential career prospects that will lead to increased job satisfaction. You will gain a full understanding of different features of Microsoft Word and learn how to apply the application whether in a business environment or for personal use. The Microsoft Word 2013 short course will cover key topics. The course will teach learners advanced features of Word and help you develop your skills to move ahead in the career ladder. The course will provide you an overview of Microsoft Word 2013 basic, Intermediate and advanced and cover the most popular applications you need. Whether you need to create a database for your contacts, a spreadsheet for data analysis, a brochure to outline the appeal of your company, create an engaging presentation or list down your tasks in your calendar Microsoft Word 2013 Intermediate/advanced is the choice for many professionals. Learning advanced features of the course will give beginners and professionals more opportunity to accomplish office tasks quickly and efficiently.

**2.0 COURSE CONTENTS**

Upon completion of the Course participant will be able to demonstrate competence and learn to master on the following:

**MODULE 1: GETTING STARTED WITH MICROSOFT WORD**

**Learning outcomes:**

How to load Word, creating a document and some basic navigation to get you started.

**Topics covered:**

- ✓ Meeting Microsoft Office Word 2013
- ✓ Creating a Document
- ✓ Navigating in Your Document
- ✓ Doing More with Your Document
- ✓ Working with Your Document
- ✓ Getting Help in Word 2013

## **MODULE 2: THE RIBBON INTERFACE IN WORD**

### **Learning outcomes:**

A look at the toolbars, ribbon and options word offers to create your documents with.

### **Topics covered:**

- ✓ Getting Acquainted
- ✓ The Quick Access Toolbar
- ✓ Tabs and Groups
- ✓ The Home Tab
- ✓ The Insert Tab
- ✓ The View Tab

## **MODULE 3: ADVANCED TABS AND CUSTOMIZATION**

### **Learning outcomes:**

Looking at more specialist ribbon tabs, contextual tabs and how to customize the ribbon to your own needs.

### **Topics covered:**

- ✓ The Page Layout Tab
- ✓ The References Tab
- ✓ The Mailings Tab
- ✓ The Review Tab
- ✓ Contextual Tabs
- ✓ Customizing the Ribbon

## **MODULE 4: CREATING WORD DOCUMENTS**

### **Learning outcomes:**

Creating a document and selecting/moving text/applying effects to create professional standard documents.

### **Topics covered:**

- ✓ Creating a New Document
- ✓ Selecting Text
- ✓ Moving Text
- ✓ Applying Advanced Text Effects

## **MODULE 5: DOING MORE WITH TEXT**

### **Learning outcomes:**

Using different fonts, formats and paragraph options to present your document effectively.

### **Topics covered:**

- ✓ Fonts on the Home Tab
- ✓ The Font Dialog
- ✓ Using Tabs
- ✓ Paragraph Options

## **MODULE 6: VIEWING AND PRINTING YOUR DOCUMENT**

### **Learning outcomes:**

How to adjust the layout and view accordingly to ensure you can work with and print your document as you wish.

### **Topics covered:**

- ✓ Using Layouts and Views
- ✓ Basic Viewing Tools
- ✓ Advanced View Tools
- ✓ Preparing Your Document
- ✓ Printing a Document

## **MODULE 7: MANAGING YOUR DOCUMENTS**

### **Learning outcomes:**

Working with Windows Explorer and Word's file options to manage and control your word documents more effectively.

### **Topics covered:**

- ✓ Using Windows Explorer within Word
- ✓ Saving Your Files
- ✓ Finishing Your Files
- ✓ Making Word Work Backwards
- ✓ Viewing Your Files

## **MODULE 8: USING FORMATTING TOOLS IN WORD**

### **Learning outcomes:**

Effectively using templates, bullet points and other formatting tools to ensure both paragraphs and pages display correctly.

### **Topics covered:**

- ✓ Working with Templates
- ✓ Using Bullets and Numbering
- ✓ Using the Paragraph Dialog
- ✓ Using Delineation Tools
- ✓ Working with Pages
- ✓ Adding Hyperlinks

## **MODULE 9: CREATING HEADERS AND FOOTERS**

### **Learning outcomes:**

Work with headers and footers to number and present pages in an organised and professional way.

### **Topics covered:**

- ✓ Creating Basic Headers and Footers
- ✓ Using the Header & Footer Tools – Design Tab
- ✓ Inserting Page Numbers
- ✓ Doing More with Headers and Footers

## **MODULE 10: WORKING WITH PICTURES**

### **Learning outcomes:**

Inserting, formatting and manage pictures and images in order to professionally illustrate your documents.

### **Topics covered:**

- ✓ Inserting Pictures
- ✓ Editing Pictures
- ✓ Doing More with Pictures
- ✓ Formatting Pictures
- ✓ Managing Pictures

## **MODULE 11: WORKING WITH SHAPES**

### **Learning outcomes:**

Drawing, adding, formatting and managing text and shapes to further enhance your document's appearance.

### **Topics covered:**

- ✓ Drawing Shapes
- ✓ Working with Shapes
- ✓ Working with Text and Shapes
- ✓ Advanced Shape Tasks

## **MODULE 12: PERFORMING A MAIL MERGE IN WORD**

### **Learning outcomes:**

Setting up and performing mail-merge to accurately and professionally produce letters and labels for many recipients quickly and easily.

### **Topics covered:**

- ✓ Using the Mail Merge Wizard
- ✓ Performing a Manual Mail Merge
- ✓ Sending a Document Electronically

## **MODULE 13: MANAGING AND REVIEWING DOCUMENTS**

### **Learning outcomes:**

Working with features such as comments, track changes, Outlining and Compare to aid in a cooperative document creation process.

### **Topics covered:**

- ✓ Using Comments
- ✓ Tracking Changes
- ✓ Combining Multiple Versions of Documents
- ✓ Creating an Outline

## **MODULE 14: WORKING WITH REFERENCE TOOLS**

### **Learning outcomes:**

Using Word's table of contents, referencing and other indexing tools to quickly/accurately produce documents which meet various professionally set standards.

### **Topics covered:**

- ✓ Creating a Table of Contents
- ✓ Creating References within a Document
- ✓ Creating a Bibliography
- ✓ Creating Index and Reference Tables
- ✓ Creating References to Other Documents

## **MODULE 15: USING TIME SAVING TOOLS**

### **Learning outcomes:**

Using Word's language and pre-defined text tools to quickly add and translate text accurately.

### **Topics covered:**

- ✓ Using Language Tools
- ✓ Inserting Pre-Defined Text
- ✓ Using the Navigation Pane

## **MODULE 16: WORKING WITH ADVANCED GRAPHICS AND OBJECTS**

### **Learning outcomes:**

Inserting and formatting Text Boxes, Word Art, SmartArt and Building Blocks to enhance the overall look of a document and present information more effectively.

### **Topics covered:**

- ✓ Inserting Text Boxes
- ✓ Inserting WordArt
- ✓ Creating SmartArt
- ✓ Editing SmartArt
- ✓ Using Building Blocks and Quick Parts

## **MODULE 17: CREATING TABLES IN WORD**

### **Learning outcomes:**

Adding, formatting and managing tables effectively to present information in a structured way.

### **Topics covered:**

- ✓ Inserting Tables
- ✓ Editing Tables
- ✓ Formatting Tables
- ✓ Working with Table Data

## **MODULE 18: CREATING EQUATIONS AND CHARTS**

### **Learning outcomes:**

Using Word to insert equations into a document whilst also adding charts as used in Excel.

### **Topics covered:**

- ✓ Working with Equations
- ✓ Creating Charts
- ✓ Formatting Charts
- ✓ Analyzing Chart Data

### **3.0 FEES & MODE OF PAYMENT:**

The fee for the course is **TZS 2,500,000/=** (say **Two Million Five Hundred Thousand Only**) for seven days to cover for training material, tea and lunch. Payment may be in cash, cheques or TISS paid directly to our **Bank Account No. 014103007130 in the name of Institute of Accountancy Arusha, NBC, Arusha Branch**. The Institute may make accommodation arrangements on your behalf at your own costs provided you inform us well in advance. **Early registration is highly encouraged and appreciated.**

### **4.0 DATE, DURATION AND VENUE:**

This course will be conducted from **16<sup>th</sup> – 27<sup>th</sup> September 2019** at the Institute of Accountancy Arusha, located at Njiro Hill-Arusha.

### **5.0 CONTACT PERSONS**

For more details please don't hesitate to contact any of the following:

#### **Course Director**

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#### **APPLY TO:**

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