

Year 2022



www.genetic.edu.sg

03 Days – (Office 365 - Advanced Word 2016 – 24 hrs) – Perform Advanced Word Processing Functions (ICDL Certification)

Course Duration	24 Hours	Course Fee Full Fee: \$520	Subsidy & Nett Fees Please refer to page 2	Mode Of Training Classroom
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Certification Successful trainees will receive the internationally recognized ICDL Certificate upon completion of the course. This certificate is administered by ICDL Singapore. This is a joint certification between WDA and ICDL Singapore. Student must take a 60 min online assessment at the end of the course.

Entry Requirement Primary education without PSLE/PSPE Certificate or their equivalent

Course Objective ICDL Advanced Word Processing is a high level certification program where candidates can demonstrate their ability to use the advanced features of word processing applications to enhance their work, improve productivity and save time. The ICDL Advanced Word Processing module give candidates the opportunity to be certified at an 'expert level' in the use of word processing applications, acquiring skills sets over and above the routine features of the software.

Individuals with ICDL Advanced Word Processing certified skills can:

- Apply advanced text, paragraph, column and table formatting. Convert text to a table and vice versa.
- Work with referencing features like footnotes, endnotes and captions.
- Create tables of contents, indexes and cross-references.
- Enhance productivity by using fields, forms and templates.
- Apply advanced mail merge techniques and work with automation features like macros.
- Use linking and embedding features to integrate data.
- Collaborate on and review documents. Work with master documents and subdocuments.
- Apply document security features.
- Work with watermarks, sections, and headers and footers in a document.

Course Outline

Section 1 – Formatting
Apply and Modify Multi-level outline numbering
Character Style, Paragraph Style
Modify and Update Style
Automatic Text Formatting, Text Entries
2 or more columns, column width and spacing
Insert Column line
Insert Fields, Updating Fields
Create Watermarks
Wrap Text - inline, tight, square, front, behind
Find and Replace options
Paste Special options
Paragraph pagination options
Protect Word Document

Section 2 – Section Breaks
Purpose of Section Breaks
Create Section Breaks
Change Page Orientation
Change Margins for a Section
Different Headers and Footers
Apply First page Header
Insert Automatic Page Numbering

Section 3 – Using Table Features
Apply Table AutoFormat Style
Split table cell
Cell margins, text direction, text alignment
Repeating Header Rows at Top of Each Page
Sorting in a Table
Add Formula in Table, Format Numbers in Table
Convert Table into Text, Delimited text to Table

Section 4 – Revisions and Comments
Enable Change Tracking
Set Tracking options, Disable Change Tracking
Comparing Documents
View Tracked Changes, Accept/Reject changes
Comment – Insert, Navigating, Viewing

Effective on 01/01/2022



Section 5 – Using Forms & Protection

Creating a Form
Set properties for Controls
Protecting a Form
Form as a Template

Section 6 – Creating Master Documents

Purpose of a Master Document
Insert Subdocuments, Collapse and Expand
Unlink subdocuments, split and merge
Locking subdocuments, Open subdocuments

Section 7 – Create Table of Contents

Purpose, Create Table of Contents
Use Custom Styles
Update Table of Contents
Using Outline Levels to generate TOC

Section 8 – Create Indexing

Purpose, Create Main Index entries and Subentries
Typing Index Entries, Cross-Indexing
Generate and Update Indexing

Section 9 – BookMarks, Captions, Footnote

Purpose, Create, Viewing,
GoTo, Cross reference, Deleting BookMarks
Insert Caption
Insert a Table of Figures
Insert a Cross-reference
Insert Footnotes, set notes options
Convert Footnote to Endnote

Section 10 – MailMerge

Understand how MailMerge works
Identify the Main Document, Recipient List
Create, customizing columns, rearrange list
Enter records, sort, save Recipient List
Highlight Merge Fields, Insert Merge Fields into doc
Preview merged data
If-Then-Else rule
Merge to New Document, to Printer

Section 11 – Link / Embed Objects

Insert a Hyperlink
Display as icon, embed as object
Update a Link, Breaking a Link

Section 12 – Using Macros

Record a Macro
Run a Macro
Add Macro Button to Quick Access Toolbar
Save Macro Enabled File
Delete Macro

Subsidy

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TGS-2018503870

	Mid-Career Enhanced Subsidy 40 years old & above	Singaporean 21 to 39 & PR
Course Fee	\$520.00	\$520.00
SkillsFuture Funding	\$364.00	\$260.00
Total Gross Fee	\$156.00	\$260.00
GST 7%	\$36.40	\$36.40
SkillsFuture Credit Deduction/Cash	\$192.40	\$296.40

Eligible for Claim Period: 13 Oct 2018 - 12 Oct 2022

Participant need to pass the test to get subsidy

S&S Advice:

All Singaporean aged 25 and above can use their \$500 SkillsFuture Credit to pay for a wide range of approved skills-related courses. Visit the SkillsFuture Credit website (www.skillsfuture.sg/credit) to choose for the courses available on the SkillsFuture Credit course directory. PSEA Funding is available for student aged 21-25 Years old (Please Call PSEA Hotline 62600777 to check your balance), Form for PSEA Funding is available from Genetic Computer School

Note:

- Student must bring ThumbDrive
- Student must have Basic Word Knowledge

