

Module Overview – Word Processing

The Word Processing module allows candidates to demonstrate the ability to use a word processing application to accomplish everyday tasks associated with creating, formatting, and finishing word processing documents, such as letters and other everyday documents

Clearly presented and well-structured documents are essential for many different activities, and the skills and knowledge needed to produce them are required in a diverse range of job roles. These skills and knowledge are set out in ICDL Word Processing, which sets the standard for how word processing tools can be used to create effective documents.

Module Outline

Category	Skill set
Using the application	<ul style="list-style-type: none"> Working with documents Enhancing productivity
Document creation	<ul style="list-style-type: none"> Enter text Select, edit
Formatting	<ul style="list-style-type: none"> Text Paragraphs Styles
Objects	<ul style="list-style-type: none"> Table creation Table formatting Graphical objects

Mail merge	<ul style="list-style-type: none">• Preparation• Outputs
Prepare outputs	<ul style="list-style-type: none">• Setup• Check and print

What are the benefits of this module?

- Covers the key skills needed to use a word processing application.
- Can be applied to a range of word processing software from vendor packages to 'freeware'.
- Certifies best practice in effective word processing software use.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

Learning outcomes

On completion of this module the candidate will be able to:

- Work with documents and save them in different file formats, locally or in the cloud.
- Use available help resources, shortcuts and the go to tool to enhance productivity.
- Create and edit word processing documents that will be ready to share and distribute.

- Apply different formats and styles to enhance documents and recognise good practice in choosing the appropriate formatting options.
- Insert tables, pictures and drawn objects into documents.
- Prepare documents for mail merge operations.
- Adjust document page settings and check and correct spelling before printing.

Training Duration

16 hours

Medium of Instruction

Instructor Led Class

Certification

Successful trainees will receive the internationally recognised ICDL Certificate upon completion of the course.