

Word Processing Level 1

Module Goals

This module sets out essential concepts and skills relating to basic word processing using Microsoft Word. Successful candidates will be able to:

- Know the types of information that are needed in word processed documents: text, numbers, images, other graphic elements
- Be able to create a new document based on an available template : default, letter, memo
- Be able to copy, cut and paste text
- Know how to select, resize, crop and position a graphic in a document
- Be able to align, indent and change spacing of paragraphs in a document
- Be able to create and edit a table
- Use built in spell check and grammar checking for a document and make changes: correct spelling and grammar errors, delete repeated words

Module Chapters

1. Introduction to Word Processing
2. Storage & File Retrieval
3. Document Editing
4. Document Formatting
5. Document Structure
6. Check & Print

Additional Course Information

Estimated learning time: 20 hours

Versions available: 2010, 2013

Examinations: 45mins, mock test available

Course style: Online module with offline assignments

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Progression Options

Flexible Certificate in IT User Skills Level 1

Spreadsheets Level 1

Presentations Level 1

Databases Level 1

Improving Productivity Using IT Level 1

Award in IT User Skills (ECDL Essentials)

Security for IT Users Level 1

Computer Essentials Level 1

Online Essentials Level 1



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