

Word Processing Level 2(Word)

Module Goals

This module sets out essential concepts and skills relating to the ability to use a word processing application to create everyday letters and documents. Successful candidates will be able to:

- Work with documents and save them in different file formats.
- Choose built-in options such as the Help function to enhance productivity.
- Create and edit small-sized word processing documents that will be ready to share and distribute.
- Apply different formats to documents to enhance them before distribution and recognize good practice in choosing the appropriate formatting options.
- Insert tables, images and drawn objects into documents.
- Prepare documents for mail merge operations.
- Adjust document page settings and check and correct spelling before finally printing documents.

Module Chapters

1. Using the Application
2. Document Creation
3. Formatting
4. Objects
5. Mail Merge
6. Prepare Outputs

Additional Course Information

Estimated learning time: 30 hours

Versions available: 2010, 2013

Examinations: 45mins, mock test available

Course style: Online module with offline assignments

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Progression Options

Certificate IT User Skills (ECDL Extra)

Spreadsheets Level 2

Presentations Level 2

Improving Productivity Level 2

ECDL Advanced Word Processing

Microsoft Office Specialist



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