



This module allows candidates to demonstrate the ability to use a word processing application to accomplish everyday tasks associated with creating, formatting, and finishing small-sized word processing documents, such as letters and other everyday documents.

On completion of this module the candidate 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; recognise 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.
- Check and correct spelling before finally printing documents.

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.

HOW DO I GET STARTED?

To find out more about this module and to locate your nearest accredited test centre, please visit www.ecdl.org/programmes.

SYLLABUS 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

