JAMES COOK INSTITUTE

ICDL

BASIC

ICDL - Perform Word Processing Functions
(Microsoft Word)
Core Level 2 Days

Description

On completion of this unit, the learner will have the knowledge and application skills in using a word processing application. The skills include understanding using word processing applications for daily letters and documents; and using available features for enhancing document content.

- 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 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 and check and correct spelling before finally printing documents

Who is this Course For?

This course is intended for learners who wish to equip themselves with the necessary knowledge and skills to create professionally formatted documents and who need to be proficient with the features of a word processing application.

Course Duration
17 Hours

Mode of Training
Classroom

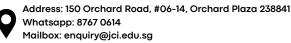### Full Fee
$390
(Subject to 9% GST)

Nett Fee:
$425.10
(After GST)

Subsidies available: UTAP

Course Content

1. Overview & Introduction of Module

2. Getting Started
- Start and Exit Word
- Start Screen
- Create a new document from default template or Installed templates
- Save a Document
- Open and Close an Existing Document
- Switch Between Open Documents
- Word Screen and Using File Tab and Ribbon
- View a Document
- Show/Hide Non-Printable Characters · Zoom
- Changing Word Options
- Getting Help

3. Creating A Document
- Entering and Deleting Text
- Text Selection Techniques
- Create and Merge Paragraphs
- Use Undo/Redo Command
- Insert Symbols
- Using Page Breaks
- Copy and Move Text
- Find and Replace Text
- Inserting and Deleting soft carriage returns

4. Formatting Text
- Text Formatting
- Using the Ribbon
- Using the Font dialogue box
- Apply Character and Paragraph Styles

5. Formatting Paragraph
- Good practices in formatting a word document · Change Paragraph Alignment
- Indent Paragraph
- Change Line Spacing
- Change Paragraph Spacing
- Add Borders and Shading
- Bullets and Numbering
- Using Format Painter
- Auto Hyphenation
- Use and Set Tabs

6. Tables
- Create a Table and select cells
- Enter Data in Table
- Modify Table Structure
- To insert a column or row into the table
- To delete a column or row in a table
- Format a Table
- To change the alignment and size of a cell or a range of cells
- To merge cells in a table
- To split cells in a table
- To add borders to a table
- To use Table AutoFormat

7. Using Graphic Objects
- Insert Clip Art
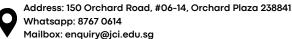- Insert Picture
- Insert Chart
- Format Chart

8. Manipulate Image
- Move/copy an image
- Re-size an image
- Delete an image

Course Content

9. Mail Merge
- Creating the Main Document
- Creating a Data Source
- Open a Data Source
- Writing the Document and insert fields
- Finish and Merging

10. Finishing a Document
- Create a header or footer
- Insert Automatic Page Numbering
- Finishing a Document
- Check Spelling and Grammar

11. Page Setup Options
- Modify Page Margin
- Page Orientation
- Paper Size

12. Printing
- Preview a Document
- Use Basic Print Options
- Print a Document