

# ICDL Module 3: ES WSQ - Perform Word Processing Functions – (Microsoft Word 2010 Fast Track) - Operations Level

## Course Aims

This course provides the basis for the practice-based test for ICDL Module 3 Word Processing exam.

The exam requires the candidate to demonstrate the ability to use a word processing application on a personal computer. He or she shall understand and be able to accomplish basic operations associated with creating, formatting and finishing a word processing document ready for distribution. The candidate shall demonstrate competence in using some of the more advanced features associated with word processing applications such as creating standard tables, using pictures and images within a document, importing objects and using mail merge tools.

## Pre-requisites

An understanding of Windows / MS Word 2003/2007 will be an added advantage

Level	Duration	Time
Basic & Intermediate	2 Days / 16 Hours	9:00 am to 6:00 pm

### Module 1. Getting Started

- Starting Word
- Layout of the Word Screen
- Task Pane
- Help
- The Office Assistant
- Revision

- Subscript and Superscript
- Changing Case
- Format Painter
- Cut, Copy and Paste
- Revision
- Revision
- Revision

### Module 2. Documents

- Entering Text
- Saving Documents
- Closing a Document/Word
- Creating a New Document
- Open an Existing Document
- Views
- Saving in Different Formats
- Saving as a Template
- Saving in Earlier Versions
- Revision
- Revision

### Module 6. Tools

- Spelling Checker
- Add to Dictionary
- Hyphenation
- Searching a Document
- Replace
- Zoom Control
- Preferences
- Revision
- Revision

### Module 3. Editing Text

- Inserting and Deleting Text
- Select Words and Sentences
- Select Lines and Paragraphs
- Symbols
- Undo and Redo
- Show/Hide Characters
- Soft Carriage Returns
- Revision
- Revision
- Revision

### Module 7. Formatting Paragraphs

- Alignment
- Indenting Paragraphs
- Advanced Indentation
- Numbering
- Bullets
- Line Spacing
- Spacing Between Paragraphs
- Tab Settings
- Tab Alignment
- Adding Borders
- Revision
- Revision

### Module 4. Printing

- Previewing a Document
- Printing a Document
- Revision
- Revision

### Module 8. Multiple Documents

- Switch Between Documents
- Cut, Copy, Paste Between Documents
- Headers and Footers
- Page Numbering
- Revision
- Revision

### Module 5. Formatting Text

- Underline, Bold and Italic
- Formatting of Selected Text
- Fonts and Text Size
- Changing Text Appearance

### Module 9. Tables

- Tables
- Entering Text

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- Selecting Cells
- Changing the Column Width/Row Height
- Inserting & Deleting Rows & Columns
- Table Borders/Shading
- Revision
- Revision
- Creating a Data Source
- Editing the Main Document
- Merging
- Open a Data Source
- Revision
- Revision

### **Module 10.** Document Manipulation

- Document Setup
- Page Breaks
- Styles
- Revision

### **Module 11.** Mail Merge

- Mail Merge
- Creating the Main Document

### **Module 12.** Objects

- Inserting a Picture
- Inserting Charts
- Move and Resize Objects
- Copy and Paste Objects
- Cut and Paste Objects
- Revision