

Course Duration

24 hours / 17 hours

Course Synopsis & Objectives

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

Training Delivery Methodology

The training delivery approaches used in this unit include the following:

- Mini lectures to succinctly explain the concepts and theories supporting the module.
- Demonstrations on how to utilise the various features in a word processing application.
- Individual exercises for practical activities.

Assumed Skills and Knowledge

- Be able to operate a personal desktop computer.
- Be able to listen and speak English at a proficiency level equivalent to the Employability Skills Workforce Skills Qualifications (“ES WSQ”) Workplace Literacy (“WPL”) level 4.
- Be able to read and write English at a proficiency level equivalent to ES WSQ WPL level 4.
- Be able to manipulate numbers at a proficiency level equivalent to ES WSQ Workplace Numeracy (“WPN”) level 4.

Course Outline

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
- 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
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