



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, locally or in the cloud.
- Use available help resources, shortcuts and the go to tool to enhance productivity.
- Create and edit word processing documents that will be ready to share and distribute.
- Apply different formats and styles to enhance documents and recognise good practice in choosing the appropriate formatting options.
- Insert tables, pictures and drawn objects into documents.
- Prepare documents for mail merge operations.
- Adjust document page settings and check and correct spelling before printing.

**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 open source solutions.
- Certifies best practice in effective word processing software use.
- Developed with input from computer users, subject matter experts, and practising IT 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 [icdl.org/programmes](http://icdl.org/programmes).

**SYLLABUS OUTLINE**

CATEGORY	SKILL SET
Using the Application	<ul style="list-style-type: none"> <li>• Working with Documents</li> <li>• Enhancing Productivity</li> </ul>
Document Creation	<ul style="list-style-type: none"> <li>• Enter Text</li> <li>• Select, Edit</li> </ul>
Formatting	<ul style="list-style-type: none"> <li>• Text</li> <li>• Paragraphs</li> <li>• Styles</li> </ul>
Objects	<ul style="list-style-type: none"> <li>• Table Creation</li> <li>• Tables Formatting</li> <li>• Graphic Objects</li> </ul>
Mail Merge	<ul style="list-style-type: none"> <li>• Preparation</li> <li>• Outputs</li> </ul>
Prepare Outputs	<ul style="list-style-type: none"> <li>• Setup</li> <li>• Check and Print</li> </ul>



