

ECDL – Word Processing

Course length: 11 hours*

Course Code: 104080BT003

This course will give you a range of new skills to help you produce more professional business documents.

It can help you to work towards formal assessment for the nationally recognised ECDL qualification.

Benefits for the Learner

This is a great course if you want to learn how to use the powerful tools and features in Microsoft Word to create polished looking documents.

You'll be shown how to create a simple document, learn how to change the look of the text and explores ways to add impact with images, charts and tables. Once you've mastered the basics, you'll be ready to explore some of the more advanced features of Word such as headers and footers, page numbering and page breaks, templates, borders and shading.

Benefits for the Business

Every piece of written communication you send to customers or suppliers says something about your organisation. Well-presented, accurately written documents boost the credibility of your business – but poor grammar, spelling errors and shoddy presentation can make your company look amateurish and unprofessional.

This course can help to improve a wide range of written communications by giving your staff a thorough grounding in basic word processing skills.

What You Get From This Course

Having completed this course, you will be able to:

- Create, save and print a Word document
- Change the font and font size
- Cut, copy, paste, delete and replace text
- Use bullets and numbered lists
- Insert tables and graphics
- Set up a mail merge
- Print labels

What Does the Course Cover?

- Creating a simple document
- Changing the look of text
- Moving text and adding clip art
- Formatting paragraphs
- Working with tables and entering data
- Manipulating images and text
- Features for longer documents
- Working with more specialised documents
- More about tables
- Sharing data with other applications
- Mail merge

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 11 hours to complete.

*Courses are accessible for six months from the date of purchase.