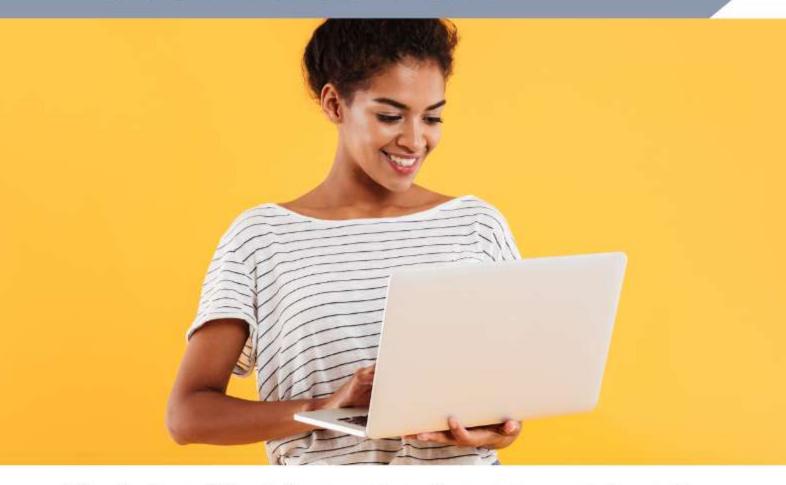# MICROSOFT WORD PROCESSING

OVERVIEW

Course Description

Word processing is a core computer skill used by almost everyone — students, teachers, accountants, secretaries, managers and so on. It helps individuals and businesses improve their efficiency and quality of communication, while cutting down costs. In this course you will learn how to perform basic word processing tasks, such as creating, editing, saving an electronic document, and creating and formatting content

AWARDED

A hard copy of the UK endorsed certificate to successful candidates that are enhanced with this course

Word, is a Word Processing Program used to make documents for personal and professional purposes.

_It is for anyone who wants to learn Word Processing.

ENTRY REQUIRMENTS

Microsoft Word is a popular Word Processing Program that will provide you with the knowledge and skills to use Ms Word and be able to forward to our advance level.

For the Word Processing you will be required to have:
_English language: Applicants will be required to provide evidence of their proficiency.

INTRO TO
WORD PROSSESING

_Assessment for this course will involve a coursework assignment, submitted at the end of the course.

-Quiz examination

Assessment critiria is base on:

Distinction/Merit/Pass/Fail

PROGRESSION

Attendees of this course could potentially progress to:

-Word (branch)

-Access (branch)

-Excel & Spreadsheet (branch)

-Powerpoint (branch)

-Outlook (branch)

-IT Fudamentals (branch)

MODULES

Students attending the course will:
1. Use a Word Processing Appliction, Microsoft Word
2. Create content in a Microsoft Word Document
3. Format a Microsoft Word Document
4. Prepare a Document for Output

List of Modules:

-Intoduction to Word Processing

-Selections

-Operations

-Formatting: Text and Paragrath

-Styles

-Tables

-Images & Shapes

-Page Layout & Headerrs and Footers

-Output