

ECDL 5.0 Module 3

Word Processing (Word 2007)



Overview

In Module 3 the candidate will learn about word processing and will be able to demonstrate the ability to use a word processing application on a computer. The candidate will be able to accomplish everyday tasks associated with creating, formatting and finishing small sized word processing documents ready for distribution. He or she will also be able to duplicate and move text within and between documents, and demonstrate competence in using some of the features associated with word processing applications such as creating standard tables, using pictures and images within a document, and using mail merge tools.



Target Audience

This publication is intended for people who wish to prepare for ECDL 5.0 Module 3 - Word Processing using Microsoft Word 2007.



Pre-requisites

This publication assumes no prior knowledge of Microsoft Word or a word processing application. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as the candidate will be required to start applications, work with and copy files, and locate file folders.



Objectives

At the completion of ECDL 5.0 Module 3, you should be able to:

- work with the basic features of Word
- create a new document
- open, navigate, preview and count the words in a document and understand how a document is presented on the screen
- select and work with text in a document
- cut and copy information within and between documents
- use a range of font formatting techniques.
- format paragraphs
- create and work with various types of tabs
- create and modify tables
- create and use templates in your documents
- work effectively with features that affect the page layout of your document
- perform a mail merge from scratch
- create and edit recipient lists
- produce address labels from a mailing list
- insert and work with pictures
- insert and work with shapes

- create charts for use within Microsoft Word documents
- modify Word options
- check the spelling and grammar of a document
- print a document



Course Duration is 39.2 hrs

** Approximate duration should be used as a guide only. Actual duration will depend upon the skills, knowledge, and aptitude of the participants.*



Contents

The course focuses on practical work within ECDL 5.0 Module 3 giving learners ample opportunity to use their newly acquired skills through a series of graded exercises.

Getting To Know Word

- Starting Word
- The Word Screen
- Using The Ribbon
- Using KeyTip Badges
- Minimising The Ribbon
- Shortcut Menus
- Understanding Dialog Boxes
- The Quick Access Toolbar
- The Office Button
- The Status Bar
- Exiting Safely From Word

Creating A New Document

- Creating Documents In Word
- Using The Blank Document Template
- Typing Text
- The Save As Dialog Box
- Saving A New Document
- Document Proofing
- Checking Spelling And Grammar
- Making Basic Changes
- Saving An Existing Document
- Printing A Document
- Safely Closing a Document
- Understanding How Help Works
- Accessing The Help Window
- Browsing For Help

Working With A Document

- Opening An Existing Document
- Navigating With The Keyboard
- Scrolling Through A Document
- Understanding Document Views
- Page Zooming
- Showing Paragraph Marks
- Previewing A Document
- The Open Dialog Box
- Opening Multiple Documents
- Switching Between Open Documents

Working With Text

- Techniques For Selecting Text
- Editing In Insert Mode
- Editing Text In Overtyping Mode
- Deleting Text
- Using Undo
- Using Redo
- Inserting Symbols And Special Characters
- Understanding Find And Replace

Cutting And Copying

- Understanding Cutting And Copying
- Moving and Copying Text

Font Formatting

- Understanding Font Formatting
- Working With Live Preview

- The Font Group
- Using The Format Painter
- Using The Font Dialog Box
- Clearing Font Formatting
- Hyphenation
- Understanding Styles
- Applying Styles To Paragraphs
- Applying Styles To Text

Paragraph Formatting

- Understanding Paragraph Formatting
- Paragraph formatting
- More Paragraph Formatting
- Text Alignments
- The Paragraph Dialog Box Indents And Spacing
- Understanding Returns
- Inserting Returns
- Removing Returns
- Starting A Bulleted List
- Adding Bullets To Existing Paragraphs
- Removing Existing Bullets
- Starting A Numbered List
- Numbering Existing Paragraphs
- Removing Existing Numbers

Tabs

- Using Default Tabs
- Setting Tabs On The Ruler
- Modifying Tabs On The Ruler
- Using The Tabs Dialog Box
- Removing Tabs

Tables

- Understanding Tables
- Creating A Table
- Adding Data To A Table
- Selecting In Tables
- Selecting Using The Mouse
- Inserting Columns And Rows
- Deleting Columns And Rows
- Changing Column Widths
- Changing Row Heights
- Autofitting Columns
- Shading Cells
- Modifying Borders
- Modifying Border Styles
- Choosing A Table Style

Templates

- Understanding Templates
- Using An Installed Template
- Using An Online Template

Page Layout

- Changing Page Margins
- Setting Custom Margins
- Changing Page Orientation
- Changing Paper Sizing
- Setting Custom Paper Sizes

- Inserting Page Breaks
- Removing Page Breaks
- Inserting Page Numbers
- Formatting Page Numbers
- Removing Page Numbers

Headers And Footers

- Understanding Headers And Footers
- Quick Headers And Footers
- Creating A Blank Header
- Creating A Blank Footer
- Switching Between Headers And Footers
- Editing Headers And Footers
- Adding Page Numbering
- Adding Date Information
- Adding Fields to Headers and Footers
- Formatting Headers And Footers

Merging From Scratch

- Understanding Merging From Scratch
- Specifying Merge Type
- Selecting Recipients
- Inserting The Current Date
- Inserting An Address Block
- Inserting The Greeting Line
- Typing The Letter Text
- Inserting Merge Fields
- Previewing The Merge
- Finish And Merge

Recipient Lists

- Understanding Recipient Lists
- Creating A New List
- Customising The Columns
- Making Entries
- Deleting Entries
- Saving A Recipient List

Merging to Labels

- How to Produce Mailing Labels
- How to Complete the Mailing Labels
- Creating Mailing Labels

Pictures

- Understanding Pictures
- Inserting A Picture
- Selecting A Picture
- Positioning A Picture
- Moving A Picture
- Resizing A Picture Using The Ribbon
- Resizing A Picture Using The Size Dialog Box
- Resizing A Picture Using The Mouse
- Deleting A Picture

Clip Art

- Understanding Clip Art
- Understanding The Clip Organiser
- Adding Clip Art To The Clip Organiser

- Inserting Clip Art
- Selecting Clip Art
- Positioning Clip Art
- Moving Clip Art
- Resizing Clip Art Using The Ribbon
- Resizing Clip Art Using The Size Dialog Box
- Resizing Clip Art Using The Mouse
- Deleting Clip Art

Shapes

- Understanding Shapes
- Using The Drawing Canvas
- Inserting Shapes
- Selecting Shapes
- Positioning Shapes And Drawings
- Moving Shapes And Drawings
- Resizing Shapes Using The Ribbon
- Resizing Shapes Using The Dialog Box
- Resizing Shapes Using The Mouse
- Deleting A Shape
- Applying Shape Styles
- Changing Shapes
- Inserting A Shape Outside A Drawing Canvas
- Adding Text To A Shape

Charts

- Understanding Charts
- Inserting A Chart
- Typing Data For A Chart
- Closing Microsoft Excel
- Changing The Chart Style
- Changing The Chart Layout
- Editing Chart Data
- Switching Rows And Columns
- Resizing The Chart Using The Ribbon
- Resizing The Chart Using the Dialog Box
- Resizing The Chart Using The Mouse
- Positioning The Chart
- Moving The Chart Using Cut And Paste
- Moving The Chart Using The Mouse
- Deleting The Chart

Saving Documents

- Saving As A Different Name
- Saving In Another Location
- Saving In Another Version
- Saving In A Web Format
- Saving As Plain Text
- Saving as Software Specific File Types
- Saving As A Template
- Using a USB Flash Drive to Store Files

Setting Word Options

- Understanding Word Options
- Personalising Word
- Setting Display Options
- Understanding File Locations
- Setting File Locations
- Understanding Save Options
- Setting Save Options

Spelling And Grammar

- Proofreading Your Document
- Understanding Spelling And Grammar
- Fixing Spelling Errors
- Fixing Contextual Spelling Errors
- Fixing Grammatical Errors
- Formal Spell Checking Options
- Performing A Formal Spell Check
- Understanding The Custom Dictionary
- Adding Words To The Custom Dictionary
- Manually Adding To The Custom Dictionary

Printing

- Understanding Printing
- Print Previewing
- Quick Printing
- Selecting A Printer
- Printing The Current Page
- Specifying A Range of Pages
- Specifying The Number Of Copies
- The Print Dialog Box

Concluding Remarks