

ICDL BASE – Word Processing – BM3

Description

This course covers the essential fundamentals of word processing. It is designed for anyone wishing to improve their skills in creating and formatting professional documents. With a clear and structured approach, this training provides a complete understanding of the key functions needed to work efficiently with software such as Microsoft Word.

Develop your office skills with ECDL BASE

The ECDL BASE – Word Processing (BM3) module helps participants gain practical, hands-on skills that can be applied immediately in daily tasks. Learners discover how to create documents, save them in different formats, and manage their layout according to professional standards. The goal is to enhance productivity and adopt best practices for writing clear, accurate, and well-structured documents. Each concept is supported by practical exercises to ensure immediate application of the acquired knowledge.

Course Content

Using the application Module 1: Working with documents

- Open, close a word processing application. Open, close document(s)
- Create a new document based on default template, other available template locally or online
- Save a document to a location on a local, online drive. Save a document under another name to a location on a local, online drive
- Save a document as another file type like: text file, pdf, software specific file extension
- Switch between open documents

Module 2: Enhancing Productivity

- Set basic options/preferences in the application: user name, default folder to open, save documents
- Use available help resources
- Use magnification/zoom tools
- Display, hide built-in toolbars. Restore, minimise the ribbon
- Recognise good practice in navigating within a document: use shortcuts, go to tool
- Use go to tool to navigate to a specific page

Document Creation Module 1: Enter Text

- Understand the uses of available document view modes like: print, draft
- Switch between document view modes
- Enter text into a document
- Insert symbols or special characters like: ©, ®, ™

Module 2: Select, Edit

- Display, hide non-printing formatting marks like: spaces, paragraph marks, manual line break marks, tab characters
- Select character, word, line, sentence, paragraph, entire body text
- Edit content by entering, removing characters, words within existing text, by over-typing to replace existing text

- Use a simple search command for a specific character, word, phrase
- Use a simple replace command for a specific character, word, phrase
- Copy, move text within a document, between open documents
- Delete text
- Use the undo, redo command

Formatting Module 1: Text

- Apply text formatting: font size, font type
- Apply text formatting: bold, italic, underline
- Apply text formatting: subscript, superscript
- Apply font colour to text
- Apply case changes to text
- Apply automatic hyphenation

Module 2: Paragraphs

- Create, merge paragraph(s)
- Insert, remove soft carriage return (line break)
- Recognise good practice in text layout: use align, indent, tab tools rather than inserting spaces
- Align text: left, centre, right, justified
- Indent paragraphs: left, right, first line, hanging
- Set, remove and use tabs: left, centre, right, decimal
- Recognise good practice in paragraph spacing: apply spacing between paragraphs rather than inserting several paragraph marks
- Apply spacing above, below paragraphs. Apply single, 1.5 lines, double line spacing within paragraphs
- Add, remove bullets, numbers in a single level list. Switch between different standard bullet, number styles in a single level list
- Apply border style, line style, line colour, line width, shading/background colour to a paragraph

Module 3: Styles

- Apply an existing character style to selected text
- Apply an existing paragraph style to one or more paragraphs
- Use copy format tool

Objects Module 1: Table Creation

- Create, delete a table
- Insert, edit data in a table
- Select rows, columns, cells, entire table
- Insert, delete rows and columns

Module 2: Table Formatting

- Modify column width, row height
- Modify cell border line style, width, colour
- Apply shading/background colour to cell(s)

Module 3: Graphical objects

- Insert an object (picture, drawn object) to a specified location in a document
- Select an object
- Copy, move an object within a document, between open documents
- Resize an object maintaining, not maintaining aspect ratio. Delete an object

Mailings Module 1: Preparation

- Open, prepare a document, as a main document (letters, address labels) for a mail merge
- Select a mailing list, other data file, for use in a mail merge
- Insert data fields in a mail merge main document

Module 2: Outputs

- Merge a mailing list, other data file with a letter, label document as a new file
- Print mail merge outputs: letters, labels

Prepare Outputs Module 1: Setup

- Change document orientation: portrait, landscape. Change paper size
- Change margins of entire document: top, bottom, left, right
- Recognise good practice in adding new pages: insert a page break rather than inserting several paragraph marks
- Insert, delete a page break
- Add, edit, delete text in headers, footers
- Add, delete fields in headers, footers: date, page numbering, file name, author

Module 2: Check and Print

- Spell check a document and make changes like: correcting spelling errors, ignoring specific words, deleting repeated words
- Add words to a built-in custom dictionary using a spell checker
- Preview a document
- Print a document using output options like: entire document, specific page(s), selected text, number of copies

Lab / Exercises

- This course includes hands-on exercises designed to reinforce your knowledge and apply your skills in real-world professional scenarios.

Documentation

- Digital courseware included

Exam

- This course prepares to the exam ICDL Base - Word Processing (BM3). If you wish to take this exam, please contact our secretariat who will let you know the cost of the exam and will take care of all the necessary administrative procedures for you

Participant profiles

- Users wishing to improve their word processing skills
- Office employees or administrative assistants
- Students and professionals preparing for the ECDL BASE certification
- Individuals in career transition looking to enhance their office skills

Prerequisites

- No prerequisites

Objectives

- Create and save professional documents in various formats
- Use help features and keyboard shortcuts effectively
- Edit and format text for a clear and polished presentation
- Insert and format tables and graphic objects
- Prepare and perform a complete mail merge
- Apply styles and ensure consistent document layout
- Check, correct, and print documents according to quality standards

Description

ECDL BASE Training – Word Processing – BM3

Niveau

Fondamental

Classroom Registration Price (CHF)

1300

Virtual Classroom Registration Price (CHF)

1200

Duration (in Days)

2

Reference

ECDL1-BM3