

# ICDL BASE – Word Processing – BM3

## Description

This course sets out essential concepts and skills relating to the ability to use a word processing application to create everyday documents.

## 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

- Practice exercises will be offered during and at the end of each module

#### 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

- Anyone who already have basic knowledge of Word processing and wish to obtain the ICDL certification

#### Prerequisites

- No prerequisites

#### Objectives

- 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

#### Niveau

Fondamental

#### Classroom Registration Price (CHF)

1300

#### Virtual Classroom Registration Price (CHF)

1200

**Duration (in Days)**

2

**Reference**

ECDL1-BM3