

EUROPEAN COMPUTER DRIVING LICENCE / INTERNATIONAL COMPUTER DRIVING LICENCE

SYLLABUS VERSION 5.0

Part: M3 Word Processing



The European Computer Driving Licence Foundation Ltd.

Third Floor, Portview House
Thorncastle Street
Dublin 4
Ireland

Tel: + 353 1 630 6000

Fax: + 353 1 630 6001

E-mail: info@ecd.org

URL: <http://www.ecdl.org>

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Module 3 – Word Processing

The following is the Syllabus for Module 3, *Word Processing*, which provides the basis for the practice-based test in this module.

Module Goals

Module 3 *Word Processing*, requires the candidate to demonstrate the ability to use a word processing application to create everyday letters and documents. The candidate shall be able to create, format and finish small-sized word processing documents which will be ready to share and distribute. In the module the candidate shall be able to set application preferences to enhance their productivity, and demonstrate their competence in using word processing applications features like creating standard tables, adding pictures and images to a document, as well as using mail merge tools to help with large mail distributions. The candidate shall also appreciate the importance of checking and proofing their work, and recognise some good practices in paragraph layout when using a word processor.

CATEGORY	SKILL SET	REF.	Task Item
3.1 Using the Application	3.1.1 Working with Documents	3.1.1.1	Open, close a word processing application. Open, close documents.
		3.1.1.2	Create a new document (based on default template), other available template like: memo, fax, agenda.
		3.1.1.3	Save a document to a location on a drive. Save a document under another name to a location on a drive.
		3.1.1.4	Save a document in another file type like: text file, Rich Text Format, template, software specific file extension, version number.
		3.1.1.5	Switch between open documents.
	3.1.2 Enhancing Productivity	3.1.2.1	Set basic options/preferences in the application: user name, default directory/folder to open, save documents.
		3.1.2.2	Use available Help functions.
		3.1.2.3	Use magnification/zoom tools.
		3.1.2.4	Display, hide built-in toolbars. Restore, minimize the ribbon.
		3.2 Document Creation	3.2.1 Enter Text
3.2.1.2	Enter text into a document.		
3.2.1.3	Insert symbols or special characters like: ©, ®, ™.		
3.2.2 Select, Edit	3.2.2.1		Display, hide non-printing formatting marks like: spaces, paragraph marks, manual line break marks, tab characters.

CATEGORY	SKILL SET	REF.	Task Item
		3.2.2.2	Select character, word, line, sentence, paragraph, entire body text.
		3.2.2.3	Edit content by entering, removing characters, words within existing text; by over-typing to replace existing text.
		3.2.2.4	Use a simple search command for a specific word, phrase.
		3.2.2.5	Use a simple replace command for a specific word, phrase.
		3.2.2.6	Copy, move text within a document, between open documents.
		3.2.2.7	Delete text.
		3.2.2.8	Use the undo, redo command.
3.3 Formatting	<i>3.3.1 Text</i>	3.3.1.1	Change text formatting: font sizes, font types.
		3.3.1.2	Apply text formatting: bold, italic, underline.
		3.3.1.3	Apply text formatting: subscript, superscript.
		3.3.1.4	Apply different colours to text.
		3.3.1.5	Apply case changes to text.
		3.3.1.6	Apply automatic hyphenation.
	<i>3.3.2 Paragraphs</i>	3.3.2.1	Create, merge paragraph(s).
		3.3.2.2	Insert, remove soft carriage return (line break).
		3.3.2.3	Recognise good practice in aligning text: use align, indent, tab tools rather than inserting spaces.
		3.3.2.4	Align text left, centre, right, justified.
		3.3.2.5	Indent paragraphs: left, right, first line.
		3.3.2.6	Set, remove and use tabs: left, centre, right, decimal.
		3.3.2.7	Recognise good practice in paragraph spacing: apply spacing between paragraphs rather than use the Return key.
		3.3.2.8	Apply spacing above, below paragraphs. Apply single, 1.5 lines, double line spacing within paragraphs.
		3.3.2.9	Add, remove bullets, numbers in a single level list. Switch between different standard bullet, number styles in a single level list.
		3.3.2.10	Add a box border and shading/background colour to a paragraph.

CATEGORY	SKILL SET	REF.	Task Item
	3.3.3 <i>Styles</i>	3.3.3.1	Apply an existing character style to selected text.
		3.3.3.2	Apply an existing paragraph style to one or more paragraphs.
		3.3.3.3	Use copy format tool.
3.4 Objects	3.4.1 <i>Table Creation</i>	3.4.1.1	Create a table ready for data insertion.
		3.4.1.2	Insert, edit data in a table.
		3.4.1.3	Select rows, columns, cells, entire table.
		3.4.1.4	Insert, delete, rows and columns.
	3.4.2 <i>Table Formatting</i>	3.4.2.1	Modify column width, row height.
		3.4.2.2	Modify cell border line style, width, colour.
		3.4.2.3	Add shading/background colour to cells.
	3.4.3 <i>Imported Objects</i>	3.4.3.1	Insert an object (picture, image, chart, drawn object) to a specified location in a document.
		3.4.3.2	Select an object.
		3.4.3.3	Copy, move an object within a document, between open documents.
		3.4.3.4	Resize, delete an object.
3.5 Mail Merge	3.5.1 <i>Preparation</i>	3.5.1.1	Open, prepare a document, as a main document for a mail merge.
		3.5.1.2	Select a mailing list, other data file, for use in a mail merge.
		3.5.1.3	Insert data fields in a mail merge main document (letter, address labels).
	3.5.2 <i>Outputs</i>	3.5.2.1	Merge a mailing list with a letter, label document as a new file or printed output.
		3.5.2.2	Print mail merge outputs: letters, labels.
3.6 Prepare Outputs	3.6.1 <i>Setup</i>	3.6.1.1	Change document orientation, portrait, landscape. Change paper size.
		3.6.1.2	Change margins of entire document, top, bottom, left, right.
		3.6.1.3	Recognise good practice in adding new pages: insert a page break rather than using the Return key.
		3.6.1.4	Insert, delete a page break in a document.
		3.6.1.5	Add, edit text in headers, footers.

CATEGORY	SKILL SET	REF.	Task Item
		3.6.1.6	Add fields in headers, footers: date, page number information, file name.
		3.6.1.7	Apply automatic page numbering to a document.
	3.6.2 <i>Check and Print</i>	3.6.2.1	Spell-check a document and make changes like correcting spelling errors, deleting repeated words.
		3.6.2.2	Add words to a built-in custom dictionary using a spell checker.
		3.6.2.3	Preview a document.
		3.6.2.4	Print a document from an installed printer using output options like: entire document, specific pages, number of copies.