



## ICDL - Module 3 - Word Processing

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Programme Title:	International Computer Driver's Licence (ICDL)
Module Title:	Module 3 - Word Processing
Content Provider:	Software Educational Resources Limited (SERL)

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### Overview

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Word Processing requires students to demonstrate the ability to use a word processing application on a computer. The student shall be able to accomplish everyday tasks associated with creating, formatting and finishing small sized word processing documents ready for distribution. He or she shall also be able to duplicate and move text within and between documents. The student shall 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.

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### Content Outline

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#### Word Fundamentals

- Introduction
- Starting and Exiting
- The Word Screen
- Toolbars
- The Task Pane

#### Word Documents

- Document Basics
- Closing Documents
- New Documents
- Existing Documents

#### Essential Skills

- Moving the Cursor
- Selecting Text

#### Editing

- Correction Signs
- Basic Editing
- Moving and Copying 1
- Moving and Copying 2
- Find and Replace

#### Language

- Checking as You Type
- AutoCorrect
- Spelling and Grammar
- The Thesaurus

#### Viewing and Help

- Document Views
- Zoom
- Help

#### Printing

- Print Preview
- Print

#### Character Formatting

- Fonts
- Changing Case
- Headings and Layout

#### Graphics, Symbols and Dates

- Inserting Graphical Elements
- Duplicating and Deleting
- Symbols
- Insert Date

#### Paragraph Formatting

- Paragraphs
- Indentation
- Paragraph Alignment
- Line Spacing
- Tabs
- Format Painter

#### Bullets and Numbering

- Bullets
- Paragraph Numbering
- Manual Line Breaks

#### Page Layout

- Margins
- Page Breaks
- Vertical Alignment
- Paper Size and Orientation
- Page Numbers

#### Styles, Hyphenation, Headers and Footers

- Styles
- Hyphenation
- Headers and Footers

#### Tables and Borders

- Borders and Shading
- Creating Tables
- Modifying Tables

#### Saving Options and Checking

- Saving Files in Different Formats
- Changing Defaults
- Checking the Final Document

#### Mail Merge

- Concepts in Mail Merge
  - Setting up a Mail Merge
  - Creating the Main Document
  - Merging the Documents
  - Mailing Labels
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### Certification/Qualifications

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This ICDL module prepares students to sit the 'Word Processing' external assessment. See <http://www.icdl.gen.nz/> for more information.

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### Suggested Learning Hours

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Estimated time for completion of the 'Word Processing' module is thirty (30) hours.