

Duration: 11 hours

Course level: Introductory

Delivery method: Online

Introduction

Well-presented communications tells the world that your business is professional, organised and sets high standards.

The ECDL (European Computer Driving Licence) is one of the most widely recognised computing qualifications. It's made up of seven separate sections, which together lead to the ECDL qualification, a certificate recognised by both public and private sector organisations.

This third course guides users through Microsoft Word's basic functions and moves on to some of its more advanced features. It will give your employees the skills to sit for the third part of the ECDL qualification.

Who is the course for?

ECDL 3 – Word Processing is ideal for beginners. It provides a thorough introduction to getting the best from word processing packages.

There are no entry requirements, but the ability to use a computer for basic tasks is expected. Ideally, users will have already completed the first two ECDL courses.

Those interested in working towards the ECDL qualification can buy all seven courses in a single ECDL bundle. This works out nearly £60 cheaper than buying each course separately. The required assessments for the qualification must however be purchased separately from an approved ECDL test centre. To pass the ECDL qualification, tests must be passed for all seven modules.

To get the most from this course access to Microsoft Word is advised. Those wishing to focus on a particular version of Microsoft Word may wish to choose from **Word 2000**, **Word 2003**, or **Word XP** courses, although these courses do not link to the ECDL qualification.

What will you get from this course?

When you have completed this course, you will be able to:

- Create, save and print a Word document
- Change the font, font size, colour and style
- Cut, copy, paste, delete and replace text
- Construct bulleted and numbered lists
- Change document layouts
- Insert and manipulate graphics
- Create and format tables and charts

- Share data with other applications
- Set up and use mail merge
- Produce printed labels.

Course features

You can start your online course straight away and access it at any time, providing you have access to a computer with an internet connection. The course is available for six months from the date first accessed.

A diagnostic test at the beginning of each chapter will highlight areas where this course will help to improve your knowledge.

Step-by-step instructions provide you with insights into Word's key tools and features. Real-life scenarios and interactive activities make learning relevant and enjoyable. Each module includes exercises to help consolidate your learning and check that you're ready to move on.

Course modules

- Why Use Word Processing?
- Changing the Look of Text
- Moving Text and Editing Clip Art
- Formatting Paragraphs
- Working with Tables and Entering Data
- Manipulating Images and Text
- Features for Longer Documents
- Working with More Specialised Documents
- More about Tables
- Sharing Data with Other Applications
- Mail Merge

Does the course lead to a formal qualification?

This course, in conjunction with the six other courses featured in the ECDL Skills Suite, can be used to work towards the ECDL qualification. The required assessments for the qualification must be purchased separately from an approved ECDL test centre.

Other courses you might be interested in

ECDL 1 – Concepts of IT
ECDL 2 – Using Your Computer
ECDL 4 – Spreadsheets
ECDL 5 – Databases
ECDL 6 – Presentations

ECDL 7 – Electronic Communication
Keyboard A-Z (KAZ)
IT Applications
Written Communications
Producing Project Reports

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