

## **Programmes Objectives**

### **QQI Level 3 Word Processing 3N0558**

The purpose of this course is to prepare the Learner with the knowledge, skill and competence to use a word processing application to create a limited range of appropriately structured and accurate documents in a supervised environment.

### **Learning Outcomes**

1. Outline the significance of using word processing applications in terms of their common uses and features
2. Explain key terminology associated with word processing including page layouts, page setup, page breaks, text formats, object insertion, print preview, and toolbars
3. Explain the toolbar icons and related functions associated with file handling and text formatting
4. Use a word processing application to modify an existing document using a variety of file save options
5. Create a range of documents for personal or work requirements
6. Use a range of keyboard capabilities including text entry, numeric data entry, keyboard shortcuts, symbol insertion, cursor control, caps lock, and num lock
7. Apply text formatting to include bullets, numbering, change case, apply bold, underline, italics, font, font size, font colour, and text and image alignment
8. Use text editing features including copy, cut, paste, delete, and insert
9. Use simple proofreading tools where available to perform grammar and spell checking
10. Print a document to include print preview, spell and grammar check
11. Use a word processing application to create a file by performing all required steps including accessing the application, setting up the page, entering data using the keyboard and mouse, formatting, printing and storing the file appropriately for subsequent retrieval.

### **Assessment/Exams/Skill Demonstration**

Assignment x2 (80%) Skills Demonstration x2 (20%)

### **Duration**

10 X Days (one per week) plus self-directed fully supported learning

### **Learner Progression**

Learners who successfully complete this course may use the associated credits towards a Major Award.

**For further information please call us on (01) 802 0417**