

Programmes Objectives

QQI Level 5 Word Processing 5N1358

The purpose of this course is to prepare the learner with the knowledge, skill and competence to use a word processing application to produce documents in a variety of contexts to a mailable or publishable standard whilst working autonomously and under general direction.

Learning Outcomes

1. Describe a typical word processing application in terms of common uses and features **including** – text manipulation, document formatting, graphics, tabs, tables, mail merge and label printing
2. Identify frequently-used toolbar icons and related functions associated with file handling and text formatting
3. Create documents applying a range of text processing features **including** – margins and line spacing, indenting text and paragraphs, borders and shading, numbering and bullets, copying and pasting text, enhancing text
4. Perform initial document configuration using page setup features **to include** – headers and footers, page numbering, paper size and orientation
5. Use a range of proofing tools **including** – spell check, thesaurus, search and replace
6. Apply file management facilities, **including** – creating files and folders, saving files in different formats, copying files and folders, renaming files, accessing file details, finding files using search facility
7. Apply a range of table features **including** – creating tables, resizing, merging cells, inserting or deleting columns and rows, aligning text, applying borders and shading to tables and sorting table content
8. Create mail merge and labels
9. Use markup capabilities to make track changes to documents
10. Produce a range of different types of documents using common word processing features **including** – manual text formatting, applying styles, creating tables, inserting and manipulating graphics
11. Print mailable documents and labels using a range of print features **to include** – print preview, single and multiple copies, printing specific pages, selecting parameters and adjusting the appearance and positioning of text and graphics
12. Use a word processing application to create a file from a document template by performing all required steps including creating and storing the template, entering data, and printing and storing the file appropriately for subsequent retrieval
13. Improve personal performance by using additional resources such as the help facility to solve familiar and unfamiliar word processing problems

Assessment/Exams/Skill Demonstration

Assignment x2 (20%) Exam x2 (80%)

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