



ICDL MODULE **WORD PROCESSING**

Syllabus Version 6.0 – Item Comparison to Syllabus Version 5.0

Purpose

This document details the syllabus for the Word Processing module. The syllabus describes, through learning outcomes, the knowledge and skills that a candidate for the Word Processing module should possess. The syllabus also provides the basis for the theory and practice-based test in this module.

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Word Processing Module

This module sets out essential concepts and skills relating to the ability to use a word processing application to create everyday documents.

Module Goals

Successful candidates will be able to:

- Work with documents and save them in different file formats, locally or in the cloud.
- Use available help resources, shortcuts and the go to tool to enhance productivity.
- Create and edit word processing documents that will be ready to share and distribute.
- Apply different formats and styles to enhance documents and recognise good practice in choosing the appropriate formatting options.
- Insert tables, pictures and drawn objects into documents.
- Prepare documents for mail merge operations.
- Adjust document page settings and check and correct spelling before printing.

CATEGORY	SKILL SET	REF.	TASK ITEM	Status to S5.0	Original S5.0 Ref.	Comment
1 Using the Application	<i>1.1 Working with Documents</i>	1.1.1	Open, close a word processing application. Open, close document(s).	Minor rewording	1.1.1	Changed to (s)
		1.1.2	Create a new document based on default template, other available template locally or online.	Content added, content removed	1.1.2	Removed examples, included reference to "locally or online".
		1.1.3	Save a document to a location on a local, online drive. Save a document under another name to a location on a local, online drive.	Content added	1.1.3	Included reference to "local, online drive".
		1.1.4	Save a document as another file type like: text file, pdf, software specific file extension.	Content added, content removed	1.1.4	Included "pdf", removed "Rich Text Format", "version number"
		1.1.5	Switch between open documents.	No change	1.1.5	
	<i>1.2 Enhancing Productivity</i>	1.2.1	Set basic options/preferences in the application: user name, default folder to open, save documents.	No change	1.2.1	
		1.2.2	Use available help resources.	Minor rewording	1.2.2	Change to "help resources" to account for broader help solutions.
		1.2.3	Use magnification/zoom tools.	No change	1.2.3	
		1.2.4	Display, hide built-in toolbars. Restore, minimise the ribbon.	Minor rewording	1.2.4	Change "minimise" to UK English.
		1.2.5	Recognise good practice in navigating within a document: use shortcuts, go to tool.	NEW		
		1.2.6	Use go to tool to navigate to a specific page.	NEW		

CATEGORY	SKILL SET	REF.	TASK ITEM	Status to S5.0	Original S5.0 Ref.	Comment
2 Document Creation	<i>2.1 Enter Text</i>	2.1.1	Understand the uses of available document view modes like: print, draft.	NEW		
		2.1.2	Switch between document view modes.	Minor rewording	2.1.1	Change “page” to “document”.
		2.1.3	Enter text into a document.	No change	2.1.2	
		2.1.4	Insert symbols or special characters like: ©, ®, ™.	No change	2.1.3	
	<i>2.2 Select, Edit</i>	2.2.1	Display, hide non-printing formatting marks like: spaces, paragraph marks, manual line break marks, tab characters.	No change	2.2.1	
		2.2.2	Select character, word, line, sentence, paragraph, entire body text.	No change	2.2.2	
		2.2.3	Edit content by entering, removing characters, words within existing text, by over-typing to replace existing text.	No change	2.2.3	
		2.2.4	Use a simple search command for a specific character, word, phrase.	Content added	2.2.4	Added “character”
		2.2.5	Use a simple replace command for a specific character, word, phrase.	Content added	2.2.5	Added “character”
		2.2.6	Copy, move text within a document, between open documents.	No change	2.2.6	
3 Formatting	<i>3.1 Text</i>	2.2.7	Delete text.	No change	2.2.7	
		2.2.8	Use the undo, redo command.	No change	2.2.8	
		3.1.1	Apply text formatting: font size, font type.	Minor rewording	3.1.1	Changed verb from “Change” to “Apply”
		3.1.2	Apply text formatting: bold, italic, underline.	No change	3.1.2	

CATEGORY	SKILL SET	REF.	TASK ITEM	Status to S5.0	Original S5.0 Ref.	Comment
		3.1.3	Apply text formatting: subscript, superscript.	No change	3.1.3	
		3.1.4	Apply font colour to text.	Minor rewording	3.1.4	Change “different colours” to “font colour”
		3.1.5	Apply case changes to text.	No change	3.1.5	
		3.1.6	Apply automatic hyphenation.	No change	3.1.6	
		3.1.7	Insert, edit, remove a hyperlink.	NEW		
	<i>3.2 Paragraphs</i>	3.2.1	Create, merge paragraph(s).	No change	3.2.1	
		3.2.2	Insert, remove soft carriage return (line break).	No change	3.2.2	
		3.2.3	Recognise good practice in text layout: use align, indent, tab tools rather than inserting spaces.	Minor rewording	3.2.3	Changed to “Recognise”, changed to “text layout”.
		3.2.4	Align text: left, centre, right, justified.	Minor rewording	3.2.4	Included “:”
		3.2.5	Indent paragraphs: left, right, first line, hanging.	Content added	3.2.5	Included “hanging”.
		3.2.6	Set, remove and use tabs: left, centre, right, decimal.	No change	3.2.6	
		3.2.7	Recognise good practice in paragraph spacing: apply spacing between paragraphs rather than inserting several paragraph marks.	Minor rewording	3.2.7	Changed to “Recognise”, changed to “inserting several paragraph marks”.
		3.2.8	Apply spacing above, below paragraphs. Apply single, 1.5 lines, double line spacing within paragraphs.	No change	3.2.8	

CATEGORY	SKILL SET	REF.	TASK ITEM	Status to S5.0	Original S5.0 Ref.	Comment	
4 Objects	3.3 Styles	3.2.9	Add, remove bullets, numbers in a single level list. Switch between different standard bullet, number styles in a single level list.	No change	3.2.9		
		3.2.10	Apply border style, line style, line colour, line width, shading/background colour to a paragraph.	Content added	3.2.10	Improved clarity of item.	
		3.3.1	Apply an existing character style to selected text.	No change	3.3.1		
		3.3.2	Apply an existing paragraph style to one or more paragraphs.	No change	3.3.2		
		3.3.3	Use copy format tool.	No change	3.3.3		
		4.1 Table Creation	4.1.1	Create, delete a table.	Content added	4.1.1	
			4.1.2	Insert, edit data in a table.	No change	4.1.2	
			4.1.3	Select rows, columns, cells, entire table.	No change	4.1.3	
			4.1.4	Insert, delete rows and columns.	No change	4.1.4	
		4.2 Table Formatting	4.2.1	Modify column width, row height.	No change	4.2.1	
			4.2.2	Modify cell border line style, width, colour.	No change	4.2.2	
			4.2.3	Apply shading/background colour to cell(s).	Minor rewording	4.2.3	Changed to (s)
		4.3 Graphical Objects	4.3.1	Insert an object (picture, drawn object) to a specified location in a document.	Minor rewording	4.3.1	Changed “picture, image” to just “picture”
			4.3.2	Select an object.	No change	4.3.2	
			4.3.3	Copy, move an object within a document, between open documents.	No change	4.3.3	
			4.3.4	Resize an object maintaining, not maintaining aspect ratio. Delete an object.	Content added	4.3.4	Added “maintaining, not maintaining aspect ratio”

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5 Mail Merge	<i>5.1 Preparation</i>	5.1.1	Open, prepare a document, as a main document (letters, address labels) for a mail merge.	No change	5.1.1	
		5.1.2	Select a mailing list, other data file, for use in a mail merge.	No change	5.1.2	
		5.1.3	Insert data fields in a mail merge main document.	No change	5.1.3	
	<i>5.2 Outputs</i>	5.2.1	Merge a mailing list, other data file with a letter, label document as a new file.	Content added, content removed.	5.2.1	Added "other data file" and removed "or printed output"
		5.2.2	Print mail merge outputs: letters, labels.	No change	5.2.2	
6 Prepare Outputs	<i>6.1 Setup</i>	6.1.1	Change document orientation: portrait, landscape. Change paper size.	No change	6.1.1	
		6.1.2	Change margins of entire document: top, bottom, left, right.	Minor rewording	6.1.2	Changed " ," to " .:"
		6.1.3	Recognise good practice in adding new pages: insert a page break rather than inserting several paragraph marks.	Minor rewording	6.1.3	Changed to "Recognise", changed to "inserting several paragraph marks".
		6.1.4	Insert, delete a page break.	Minor rewording	6.1.4	Removed "in a document"
		6.1.5	Add, edit, delete text in headers, footers.	Content added	6.1.5	Added "delete"
		6.1.6	Add, delete fields in headers, footers: date, page numbering, file name, author.	Minor rewording, content added	6.1.6	Added "delete", changed to "page numbering".
		<i>6.2 Check and Print</i>	6.2.1	Spell check a document and make changes like: correcting spelling errors, ignoring specific words, deleting repeated words.	Content added	6.2.1

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		6.2.2	Add words to a built-in custom dictionary using a spell checker.	No change.	6.2.2	
		6.2.3	Preview a document.	No change	6.2.3	
		6.2.4	Print a document using output options like: entire document, specific page(s), selected text, number of copies.	Minor rewording, content removed	6.2.4	Removed "from an installed printer", changed to "(s)".