



# WORD PROCESSING

[CRS-Q-0040723-ES]



## CERTIFIED SKILLS FOR A DIGITAL WORLD

PERFORM WORD PROCESSING FUNCTIONS  
(ICDL WORD PROCESSING)

- Enhance Productivity
- Work More Efficiently
- Create Tables
- Work with Graphical Objects
- Mail Merge
- Format Documents (Text, Paragraph & Styles)
- Set Headers, Footers & Page Numbering
- Use Spell Checker & Dictionary



**GLOBALLY  
RECOGNISED  
STANDARD**



**SSG APPROVED  
& SFC ELIGIBLE**



**OVER 16 MILLION  
PEOPLE CERTIFIED  
WORLDWIDE**



**DIGITAL SKILLS FOR  
EMPLOYABILITY &  
PRODUCTIVITY**

**ENQUIRE NOW!**

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TRAINING LOCATION CONNECTED TO **FARRER PARK MRT [NE8]**



Cert. No.: EDU-2-2049  
Validity : 08/05/2017 - 07/05/2021

SSTC Institute  
Reg. No. 200402964R  
Validity: 20/05/2019 - 19/05/2023

# MODULE GOALS



Successful candidates will be able to:

- ✓ Work with documents and save them in different file formats.
- ✓ Choose built-in options such as the Help function to enhance productivity.
- ✓ Create and edit small-sized word processing documents that will be ready to share and distribute.
- ✓ Apply different formats to documents to enhance them before distribution and recognize good practice in choosing the appropriate formatting options.
- ✓ Insert tables, images and drawn objects into documents.
- ✓ Prepare documents for mail merge operations.
- ✓ Adjust document page settings and check and correct spelling before finally printing documents.



# COURSE CONTENT



## 1. USING THE APPLICATION

- 1.1 Working with Documents
- 1.2 Enhancing Productivity

## 2. DOCUMENT CREATION

- 2.1 Enter Text
- 2.2 Select, Edit

## 3. FORMATTING

- 3.1 Text
- 3.2 Paragraphs
- 3.3 Styles

## 4. OBJECTS

- 4.1 Table Creation
- 4.2 Table Formatting
- 4.3 Graphical Objects

## 5. MAIL MERGE

- 5.1 Preparation
- 5.2 Output

## 6. PREPARE OUTPUTS

- 6.1 Setup
- 6.2 Check and Print

# COURSE DETAILS



## DURATION

15.25 training hours  
0.75 assessment hours

## MODE OF TRAINING

Full Time/Part Time

## COURSE LANGUAGE

English

## ENTRY REQUIREMENTS

Demonstrate listening, speaking, reading, and writing skills (English) at a level equivalent to Employability Skills System (ESS) Literacy Level 4  
Demonstrate numeracy skills at a level equivalent to Employability Skills (ESS) Numeracy Level 4

## COST COMPONENTS PER TRAINEE

Course Fee (excluding GST)	\$430.00
Goods and Services Tax	\$30.10
<b>TOTAL</b>	<b>\$460.10</b>

## ICDL COURSES@SSTC

Advanced Word Processing	Online Collaboration
Spreadsheets	Digital Marketing
Advanced Spreadsheets	Secure Use of IT
Presentation	Image Editing (Photoshop)
Advanced Presentation	ICT in Education