

Course Code	How will I do this course?	Level	How long will this course take?
100756IC001	You can choose to learn over the Internet or combine using a CD-ROM with the Internet*	One	15 hours



This course can help you work towards a formal assessment for a recognised qualification: OCR New CLAIT

**If you have a slow internet connection, we recommend you use the combined internet and CD-ROM to get the most out of this course. If you have a faster connection, such as Broadband, you may prefer to learn online without the need for the CD-ROM*

Is this the right course for me?

This course is ideal if you already have a little experience using a computer and want to improve word processing skills. And don't worry if you want to learn from home but don't have access to a high-speed Internet connection – the CD-ROM means you can follow the course on your own home PC even if you don't have Broadband!

Description

Need to write a formal letter to your bank manager? Want to update your CV? Perhaps you'd like to design a poster for a local sports club or parent's group? This course gives you the skills and techniques to create professional-looking Word documents.

As you learn, there are plenty of handy fact files to print out and collect. These take away guides are a great way to help you remember all the new skills – and are useful to refer back to long after the course has finished.

This course is a jargon-free zone – it uses plain English from beginning to end to help you feel comfortable around computers – no matter how nervous you are! The course begins by exploring the first things you need to know when using Microsoft Word – how to open Word, how to create and save a simple document, how to make changes and how to print out your work.

Once you understand the basics, you'll be ready to try out some more advanced features of Microsoft Word. You'll be shown how to change margins, how to use different font styles and sizes, how to copy and move text and how to insert pictures and images into your document.

With plenty of handy print-outs for you to keep and refer back to, this course is a great way to start improving your word processing skills. At the end of the course, print out your work and see just how much progress you have made!

What will I learn?

On completion of this course you will be able to:

- Open, navigate and close Microsoft Word
- Create, layout and save a simple document
- Open, amend and check an existing document
- Align, justify and delete text
- Change margins and line spacing
- Apply fonts, font styles and sizes
- Print a document
- Copy, insert and move text
- Insert images into a document
- Apply your new skills to complete the final course activity

What skills do I need to go on this course?

To get the most from this course, you should already have a little experience of using a computer and ideally have completed the IT For Life course – IT1 Using Your Computer.

Course modules

- Getting Started
- Writing a letter
- Writing your CV
- Creating a poster and an advert

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