

**Course Title:** Introduction to Word Processing

**Venue:** CEEDS Digital Training Centre, Aras Rualach Clondalkin

**Duration:** 15-hours Tutor-led Course

**Next Schedule:** Begins 19th May 2023. One class per week for 4 weeks (10AM - 1.45PM).

**Delivery:** A qualified Tutor appointed by CEEDS will deliver this Course.

**Course Objective:**

The aim of this Course is to provide the learner with the knowledge, skill and competence to use a range of basic Word Processing Application functions (Microsoft Word) for everyday use.

**Learning Outcomes:**

- Understand some of the key features and terminology associated with word processing including page layouts, page setup, page breaks, text formats, object insertion, print preview, and toolbars
- Use the Commonly used Ribbons, toolbar icons and related functions associated with file handling and text formatting
- Use a Word Processing Application to modify an existing document using a variety of file saving options.
- Create a range of documents for personal or work requirements.
- Use a range of functions including text entry, Tables, data entry.
- Apply text formatting to include bullets, numbering, change case, apply bold, and underline italics, font, font size, font colour, and text and image alignment.
- Use text-editing features including copy, cut, paste, delete, and insert.
- Use the basic proofreading tools to perform grammar and spell checking.
- Using Print features and printing a document to include print preview, spell and grammar check
- 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.

**Certification:** CEEDS Certificate based on 80% Course attendance and Continuous assessment and/or a Formative assessment at the end of the Course.

**Cost and payment:** Places are free of charge, subject to eligibility criteria.

**Bookings:** Please email [news@ceeds.ie](mailto:news@ceeds.ie) or call 01-6233629 / 01-6233657

**Terms and conditions:** All Course are provisional until confirmed by CEEDS. Course placements are subject to agreement of CEEDS Learner pack, training and safety policies and Covid-19 health-related policies. CEEDS reserves the right to cancel/postpone a Course/class at short notice. Missed courses/classes will be rescheduled in agreement with the Learner Group and/or Course sponsors and CEEDS. By participating on this Course, all Learners agree to complete the mandatory course evaluation forms(s) and participate/partake in any marketing/feedback/surveys relating to the course by CEEDS or the Course funder (if required). .