

02 Days – (Office 365 - Word 2016 – 17 hrs)
Perform Word Processing Functions
(ICDL Certification)

Course Duration	17 Hours	Course Fee Full Fee: \$420	Subsidy & Nett Fees Please refer to page 2	Mode of Training Classroom
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Certification Successful trainees will receive the internationally recognized ICDL Certificate upon completion of the course. This certificate is administered by ICDL Singapore. This is a joint certification between WDA and ICDL Singapore. Student must take a 45 minute online assessment at the end of the course.

Entry Requirement Primary education without PSLE/PSPE Certificate or their equivalent

Course Objective This module enables candidates to demonstrate the ability to use a word processing application to accomplish everyday tasks associated with creating, formatting and finishing small-sized word processing documents such as letters and other everyday documents.

Candidates will be able to duplicate and move text within and between documents. They gain competence in using some of the features associated with word processing applications such as creating standard tables, using pictures and images within a document, and using mail merge tools.

On completion of this module each candidate will be able to:

- Work with documents and save them in different file formats
- 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 Outline

Section 1 – Introducing Word 2016

Word 2016 Start Screen
Screen, QAT, Ribbon, Contextual Tab, Tell Me
Ribbon Display Options
Status Bar, View mode
Section 2 – New Document
Typing Area, insertion point
Add and Delete text
Setting Word options
Save File to a new folder, create a folder
Close File
Open File, Find recent documents, use Pin and Unpin
Resume Reading
Exiting Word

Section 3 – Editing a Word Document

Selecting text – drag, one click, two or three click
Inserting Special Characters and Symbols
Show and Hide paragraph marks
Line break and Paragraph break

Section 4 – Viewing a Word Document

Read Mode, Print layout, Web layout, Outline and Draft

Section 5 – Moving around in Word

Keys to use
Navigation Pane – Headings, Pages, Results

Section 6 – Saving and File Formats

Save and Save as
Different document types

Section 7 – Preview and Printing

Preview document before printing
Print part or Whole, specific pages

Section 8 – Format Text/Character formatting

Font, Font types, size, Bold, Italic, Underline
Strikethrough, Subscript, Superscript
Text effects, text Highlight colour, Font Colour
Character Style
Text Alignment

Effective on 01/01/2022



Section 9 – Copy, Cut or Paste Text, Format Painter

Copy and Paste
Cut and Paste – move
Understand Clipboard
Format Painter – single click and double-click

Section 10 – Find and Replace

Find text
Find replace text

Section 11 – Format a Paragraph

Automatic Bullets, Automatic Numbering
Multi-level List
Keys to change to different levels
Good Practices in Formatting – Align, Indent, Tab
Change Paragraph Spacing and Line Spacing
Set Indents and Tabs
Ruler – use ruler to set indent
First Line indent, Hanging indent, Left and Right indent
Ruler – to set Tabs, manual tab set

Apply Shades to paragraphs

Borders and Boxes

Section 12 – Enhance Page Formatting

Page break
Section break
Page Orientation
Paper Size
Set Margins
Headers and footers
Automatic Page Numbering

Section 13 – Manage a Table

Creating a Table using Grid, Specify how many
Moving inside a Table
Edit text in a Table
Insert and delete rows and columns
Move handle, Insert controls, Resize handle
Change column width and row height
Merge cells or Spilt cells
Repeat Header rows in table
Format Table with cell shading, cell borders

Section 14 – Working with Graphics

Types of graphics
Insert Pictures
Change text wrapping settings
Types of Text Wrapping styles-inline, behind
Copy and Move graphics
Resize Graphics

Section 15 – Spell and Grammar check

Check Spelling – Ignore, Add, Change
Add new word to Dictionary

Section 16 – Hyphenating text

Section 17 – Find and Replace text, Zoom

Section 18 – Manage Multiple doc – Switch, Spilt, Copy and Move between doc

Section 19 – Change Options and Preferences

Section 20 – Mailmerge

Create Data source, create Main Document,
Preview the MailMerge, Merge to New Document

Subsidy

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TGS-2018503818

	Mid-Career Enhanced Subsidy 40 years old & above	Singaporean 21 to 39 & PR
Course Fee	\$420.00	\$420.00
SkillsFuture Funding	\$294.00	\$210.00
Total Gross Fee	\$126.00	\$210.00
GST 7%	\$29.40	\$29.40
SkillsFuture Credit Deduction/Cash	\$155.40	\$239.40

Eligible for Claim Period: 13 Oct 2018 - 12 Oct 2022

Participant need to pass the test to get subsidy

SSG Advice:

All Singaporean aged 25 and above can use their \$500 SkillsFuture Credit to pay for a wide range of approved skills-related courses. Visit the SkillsFuture Credit website (www.skillsfuture.sg/credit) to choose for the courses available on the SkillsFuture Credit course directory.

PSEA Funding is available for student aged 21-25 Years old (Please Call PSEA Hotline 62600777 to check your balance),

Form for PSEA Funding is available from Genetic Computer School

Note: Student must bring ThumbDrive during the lesson.

