

Word Processing Software

Course Code Y/502/4629

Course Cost

£ Nil

This course is fully funded (subject to eligibility)

Course Aims

This aim of this course is about the ability to use a software application designed for the creation, editing and production of largely text-based documents in a variety of settings.

Course Duration

Over 3 days (classroom sessions) with a 2hr assignment on the last day.

Course Target Group

This qualification can be applied to a variety of environments. There will be a requirement to complete work outside of the classroom in order to prepare and research (in own work environment) for the end assignment. Ideally the candidate will have some knowledge of using word software at an intermediate level. Word processing tools and techniques will be described as 'advanced' because:

- the software tools and functions will be complex and at times require new learning, which will involve having the idea that there may be a tool or function to do something (eg improve efficiency or create an effect), exploring technical support, self-teaching and applying;
- the techniques required will be complex, and the process of selecting appropriate techniques may involve research, identification and application;
- the user will take full responsibility for the inputting, manipulating and outputting of the information.

Location

This course can be delivered from the Gen2 Energus, Carlisle or Furness Skills Centres

Accreditation Body

City & Guilds

Course Objectives

At the end of this course the learner should be able to:

- Select and use a range of advanced word processing software tools and techniques to produce complex and non-routine documents.
- Enter and combine text and other information accurately within word processing documents
- Create and modify appropriate layouts, structures and styles for word processing documents
- Use word processing software tools and techniques to format and present documents effectively to meet requirements

Qualification Gained

City and Guilds Word Processing

For further information or for course dates please call our Sales Consultants on:

Workington 01900 701300 / 07739 199 531

Carlisle 01228 599890 / 07590 439 929

Furness 01229 483760 / 07540 686 554

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Gen2



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