# ECDL / ICDL Word Processing

## Level 1

Syllabus Version 2.0 (UK)

**Purpose**

This document details the syllabus for *ECDL / ICDL Word Processing at Level 1*. The syllabus describes, through learning outcomes, the knowledge and skills that a candidate for *ECDL / ICDL Word Processing at Level 1* should possess. The syllabus also provides the basis for the theory and practice-based test in this module.

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**Mapping to the IT User Qualifications (ITQ)**

This syllabus, for use in the United Kingdom, maps to the ITQ unit "Word Processing Software" at Level 1.

# ECDL / ICDL Word Processing Level 1

The following is the Syllabus for ECDL / ICDL Word Processing Level 1, which provides the basis for the practice-based test in this module.

## Module Goals

Successful candidates will be able to:

- Identify how to input different types of information into documents efficiently.
- Create, retrieve and store documents.
- Enter information, edit text and graphics.
- Apply different formatting to enhance the presentation of documents.
- Amend the document structure, using tables and changing the page layout.
- Check content and layout, previewing before finally printing documents.

| CATEGORY | SKILL SET | REF. | TASK ITEM |
|---|---|---|---|
| **WP1.1 Introduction to Word Processing** | *WP1.1.1 Types of Information and Documents* | WP1.1.1.1 | Know the types of information that are needed in word processed documents: text, numbers, images, other graphic elements (lines, borders). |
| | | WP1.1.1.2 | Be aware of the different templates that are available, and when to use them. |
| | *WP1.1.2 Input Methods* | WP1.1.2.1 | Be aware of available input methods: keyboard, voice recognition, touch screen, stylus. |
| | | WP1.1.2.2 | Be able to use an input method to enter information accurately and efficiently into a document. |
| **WP1.2 Storage and Retrieval of Files** | *WP1.2.1 Create Documents* | WP1.2.1.1 | Open and close a word processing application. |
| | | WP1.2.1.2 | Create a new document based on an available template: default, letter, memo. |
| | *WP1.2.2 Retrieve Documents* | WP1.2.2.1 | Find and open a previously saved document file. |
| | *WP1.2.3 Store Documents* | WP1.2.3.1 | Be aware of any local guidelines and conventions that should be observed when naming and storing document files. |

| CATEGORY | SKILL SET | REF. | TASK ITEM |
|---|---|---|---|
| | | WP1.2.3.2 | Name and save a new document file to a location on a drive. |
| | | WP1.2.3.3 | Save a document as a different file or to a different location on a drive. |
| | | WP1.2.3.4 | Close a document file. |
| **WP1.3 Document Editing** | *WP1.3.1 Enter and Insert Information* | WP1.3.1.1 | Enter, insert information into a document: text, numbers, images, other graphic elements (lines, borders) |
| | | WP1.3.1.2 | Enter information into existing tables, forms and templates |
| | *WP1.3.2 Edit Text* | WP1.3.2.1 | Select characters, a word, a paragraph within a document. |
| | | WP1.3.2.2 | Delete text, numbers in a document. |
| | | WP1.3.2.3 | Move text, numbers in a document using drag and drop or cut and paste. |
| | | WP1.3.2.4 | Copy text, numbers in a document, using copy and paste. |
| | | WP1.3.2.5 | Use the find command for a specific word in a document. |
| | | WP1.3.2.6 | Use a simple replace command for a specific word in a document. |
| | *WP1.3.3 Combine and Edit Information* | WP1.3.3.1 | Select an image, graphic element within a document. |
| | | WP1.3.3.2 | Resize, crop an image, graphic element in a document. |
| | | WP1.3.3.3 | Position an image, graphic element in a document. |
| | | WP1.3.3.4 | Move an image, graphic element in a document. |
| | | WP1.3.3.5 | Copy an image, graphic element in a document |

| CATEGORY | SKILL SET | REF. | TASK ITEM |
|---|---|---|---|
| | | WP1.3.3.6 | Choose wrapping options for images, graphic elements in a document. |
| | | WP1.3.3.7 | Change the order of images, graphic elements in a document. |
| | | WP1.3.3.8 | Group images, graphic elements in a document. |
| | | WP1.3.3.9 | Delete an image, graphic element in a document. |
| | | WP1.3.3.10 | Undo, redo the last action in a document. |
| **WP1.4 Document Formatting** | *WP1.4.1 Formatting Paragraphs* | WP1.4.1.1 | Be able to identify what formatting to use to enhance the presentation of a document. |
| | | WP1.4.1.2 | Select and apply heading styles to text. |
| | | WP1.4.1.3 | Change paragraph alignment in a document: left, right, centre, justify. |
| | | WP1.4.1.4 | Increase, decrease indent in a paragraph. |
| | | WP1.4.1.5 | Amend line spacing within and between paragraphs. |
| | | WP1.4.1.6 | Add borders and shading to a paragraph. |
| | | WP1.4.1.7 | Add, remove bullets and numbering from a single level list in a document. |
| | *WP1.4.2 Formatting Characters* | WP1.4.2.1 | Change character formatting in a document: font size, font style. |
| | | WP1.4.2.2 | Apply different colours to characters in a document. |
| | | WP1.4.2.3 | Apply character formatting: bold, underline, italic. |
| **WP1.5 Document Structure** | *WP1.5.1 Tables* | WP1.5.1.1 | Create a table in a document to organise tabular or numeric information. |

| CATEGORY | SKILL SET | REF. | TASK ITEM |
|---|---|---|---|
| | | WP1.5.1.2 | Insert, edit information in a table. |
| | | WP1.5.1.3 | Insert, delete rows and columns in a table. |
| | | WP1.5.1.4 | Adjust column width in a table. |
| | *WP1.5.2 Page Layout* | WP1.5.2.1 | Change the paper size of a document. |
| | | WP1.5.2.2 | Amend orientation for a document: portrait, landscape. |
| | | WP1.5.2.3 | Adjust margins for an entire document: top, bottom, left, right. |
| | | WP1.5.2.4 | Insert, remove manual page breaks in a document. |
| | | WP1.5.2.5 | Apply automatic page numbering, date and time to a document. |
| **WP1.6 Check and Print** | *WP1.6.1 Check Documents* | WP1.6.1.1 | Understand the importance of proofreading and previewing documents before printing, to ensure the document meets the user's needs: page layout, margins, line and page breaks, appropriate font style and size, tables, spelling and grammar, any hyphenation used, accuracy, consistency. |
| | | WP1.6.1.2 | Use built-in spell check and grammar check for a document and make changes: correct spelling and grammar errors, delete repeated words. |
| | | WP1.6.1.3 | Preview a document. |
| | *WP1.6.2 Printing* | WP1.6.2.1 | Print a document to an installed printer, using default settings. |