

SYLLABUS

INTERMEDIATE



Word Processing
(Microsoft Word)



GLOBALCERT

ΦΟΡΕΑΣ ΠΙΣΤΟΠΟΙΗΣΗΣ ΑΝΘΡΩΠΙΝΟΥ ΔΥΝΑΜΙΚΟΥ

Word Processing (Microsoft Word)

1. Basic operations and Word Processing application environment

a. Document management

- a1. Create, open, close, save document.
- a2. Save document with a different type and/or in a different location and/or with a different name.
- a3. Interchange among open documents.
- a4. Use of available templates for the creation of documents.

b. Application Interface.

- b1. Show/hide toolbars
- b2. Switching between page view states
- b3. Magnification ratio adjustment-zoom in/out.
- b4. The use of available "Help Functions" of the application.
- b5. Knowledge of how to regulate basic choices of the application. Specifying default folder for the opening and saving documents', username.
- b6. Display, hide non-printable characters (alphabetic).

2. Word Processing

a. Text composition/Text Editing.

- a1. Insert Text
- a2. Correction, deletion of text.
- a3. Insert special characters and symbols.

b. Document management

- b1. Selecting characters, words, lines, paragraphs, entire document.
- b2. Copy, cut and paste text in the same or another document.

c. **Helping tools for editing texts/writing texts**

- c1. The use of Undo and Redo.
- c2. The use of Find and Replace
- c3. Text spell-checking. Adding words to the dictionary.
- c4. Use of automatic hyphenation of document.

3. Formatting characters and paragraphs.

a. **Formatting characters**

- a1. Selecting Font and Font size.
- a2. Bold, italics, underlined.
- a3. Font colour.
- a4. Superscript, subscript.
- a5. Automatic switch of small-capital letters in text.
- a6. Copy formatting.

b. **Formatting paragraphs.**

- b1. Paragraph alignment options.
- b2. Creating text indentation and adjust indents.
- b3. Specifying line spacing and paragraph spacing.
- b4. Using borders and shading in paragraphs.
- b5. Creating numbered lists and bullets.
- b6. Set and use of "Tab" or "Tabs".
- b7. Use of available paragraph styles

4. Document formatting.

a. **Page setup**

- a1. Adjusting page margins.
- a2. Selecting paper size, page orientation.

b. **Headers and Footers.**

- b1. Entering text in Headers and Footers.
- b2. Pagination/Page numbering.
- b3. Entering available fields in Headers and Footers: date, number of pages, file location.

c. **Use changes.**

- c1. Insert, delete page breaks.
- c2. Insert, delete line breaks in the same paragraph.

5. Objects

a. **Objects Management.**

- a1. Inserting a picture, graphic on a document.
- a2. Deleting a picture, graphic.
- a3. Copy or move picture, graphic on the same or different document

6. Tables.

a. **Create and manage table contents**

- a1. Set rows, columns and position of table.
- a2. Insert/Correct data in a table
- a3. Select rows, columns and cells in a table.
- a4. Insert/delete rows, columns or cells in a table.
- a5. Set the column width and the row height of a table.

b. **Table Format.**

- b1. Formatting the layout of the cells in a table: width, colour, layout style.
- b2. Apply shading in the cells

7. Mail Merge.

a. Mail Merge Customization

- a1. Defining, processing main merging document (letter-labels)
- a2. Open Data source file to use in mail merge.
- a3. Add data fields.
- a4. Main document mail merge.

8. Print.

a. Print Setup.

- a1. Print Preview.
- a2. Use of printing options: number of copies certain pages. Choice of installed printer.
- a3. Printing of document at an installed printer.