

16hrs - ICDL Perform Word Processing Functions (Word Fundamentals)

Program Fundamentals

- Understanding the Word Screen
- Giving Commands & Command Shortcuts
- Creating a New Document
- Open, Preview, Save, Close a Document

Getting Started with Documents

- Enter, Delete, Select & Replace Text
- Navigating Through a Document
- Viewing a Document
- Working with the Document Window
- Viewing Multiple Document Windows

Editing Text

- Checking Spelling and Grammar
- Finding and Replacing Text
- Inserting Symbols and Special Characters
- Copying and Moving Text
- Controlling Text Move or Copy
- Collecting Items to Move or Copy
- Using Undo, Redo and Repeat

Formatting Characters and Paragraphs

- Changing Font Type, Size, Colour, Styles and Effects
- Create Lists & Change Paragraph Alignment
- Adding Paragraph Borders and Shading
- Change Line Spacing & Spacing between Paragraphs
- Copying Formatting
- Set, Adjust & Remove Tab Stops
- Using Indentations
- Good Practices in Formatting

Formatting Page

- Adjusting Margins
- Changing Page Orientation and Size
- Using Page Breaks

- Working with Section Breaks & Hyphenation
- Adding a Cover Page and Page Numbers
- Using Headers and Footers

Working with Themes and Styles

- Apply & Create a Style
- Modifying and Deleting a Styles
- Applying Document Themes

Working with Graphics and Charts

- Inserting Clip Art, Pictures & Graphics Files
- Altering the Look of Pictures and Graphics
- Formatting Pictures or Graphics
- Resizing, Moving, Copying, and Deleting Graphics
- Positioning Graphics
- Applying Special Effects
- Insert & Format a Chart

Working with Tables

- Create, Resize and move a Table
- Adjust Table Alignment and Text Wrapping
- Insert, Delete & Adjust Rows and Columns
- Working with Borders & Shading
- Using Table Styles

Working with Mail Merge

- Steps to Perform Mail Merge
- Creating Labels
- Creating Envelopes

Customizing Word

- Customizing the Ribbon
- Customizing the Quick Access Toolbar

Course Fees & Schedule

Full Course Fee: \$420 + \$29.40 (gst) = \$449.40 (Inclusive of gst)

Company Sponsored

- Absentee Payroll applicable for both SMEs & Non-SMEs
 - For course commencement between 1 Jan 2021 to 31 Dec 2021, absentee payroll funding is at 80% of hourly basic salary, capped at \$7.50 per hour.
- WSS scheme trainees (Singaporean aged above 35 and earn less than \$2300)
 - Employers will be eligible for Absentee Payroll support at 95% of hourly basic salary (subject to WSS eligible criteria)

Self-Sponsored

- Skillsfuture Credit eligible for Singapore Citizens aged 25 and above.
- Singaporean aged 17 to 30 may use PSEA (Post-Secondary Education Account) for fee payment.
- You may use U-tap to defray 50% of the unfunded course fee, capped at \$250/year.
- Training Commitment Award (TCA) of \$100 for completing 2 WSQ courses.

Company Sponsored			Self-Sponsored	
SME	Non-SME		All Singapore Citizens and PRs aged ≥ 21 Years	Singapore Citizens Aged ≥ 40 Years (capped at \$25/hr or 90% of the course fee)
Singaporean & PR (90% of course fees, capped at \$25 per hour)	Singaporean & PR (80% of course fees, capped at \$17 per hour)	Singaporean aged ≥ 40 (capped at \$25/hr or 90% of the course fee)		
\$71.40	\$177.40	\$71.40	\$177.40	\$71.40

Trainees are entitled to the training grant when they meet 75% of the training attendance and pass the requisite assessment.