

## OCR Text Production Level 3: Word Skills

This course is designed to teach the word processing skills needed before taking our OCR / RSA Text Production Level 3 examination preparation course.

### COURSE CONTENT

The course provides detailed instruction on the following word processing skills:

- using a supplied file
- headers and footers
- creating a columnar effect
- numbering a list
- single/double linespacing
- underlining text
- inseting text
- footnotes
- page numbering

### COURSE DURATION:

**4 Hours**

### STUDY OPTIONS:

- 1. Centre Study** The student attends the centre for sessions of 2 hours or longer. Throughout his/her time at the centre, a trained tutor closely supervises the student. This method of study allows instant access to help when it is required. The training centre provides a comfortable, distraction-free environment in which to study.
- 2. Distance Learning** The student uses our study materials at home or at work. A trained tutor provides assistance through telephone and/or email support. This method of study allows the greatest flexibility for the student.

**A Workbook is provided for this course, which is an excellent source of reference material once the course has been completed.**

Please note that course durations are approximate and depend on general aptitude and typing speed.