

## OCR Word Processing Level 3: Word Skills

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

### COURSE CONTENT

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

Using a supplied file; changing left and right margins; changing linespacing; changing justification; pagination - deleting and inserting Page Breaks; numbering pages as specified; sorting items in a list; copying text within the same document; inseting text from left and right margins; inserting a header and a footer in specified font and position; moving text within the same document; changing case; inserting a text box of specific size with text wrapped as specified; searching for and replacing text; using track changes to display alterations; using columns of specified width; setting and changing font style and size; underlining text; centring text; producing a complex table with horizontal and vertical headings; aligning decimal points in a table; sorting data in a table; formatting a table (line and line styles); formatting a table (shading); using portrait and landscape orientation; producing a two-sided booklet style document (using columns); copying text to a separate document; inserting and resizing a picture.

### 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.