

Word Processing Essentials v3



Certification Exam: ICT Word Processing Essentials Certificate Test

The ICT Word Processing Essentials course focuses on the fundamentals of using common word-processing application software. Students will learn to use the application to create new documents and to add and edit content. They will use application tools to design a document's look and feel by manipulating page layout, fonts, styles, and images. They will also learn to create text structures that make content easier to read and understand, including tables and bulleted and numbered lists. Finally, students will learn to collaborate on word-processing projects by editing and sharing documents.

Candidate Profile

The ICT Word Processing Essentials v3 certification and courseware serve a wide range of learners seeking practical, industry-relevant skills, including:

Middle School Students

- Grades 5- 8th middle school students.
- Familiar with computer operations (logging in, file management, keyboarding).
- Has an interest in learning technology tools used in schoolwork.

High School Students

- Grades 9 – 12 or recent graduates with basic tech literacy.
- Have an interest in developing strong document creation and formatting skills.
- Are preparing for workforce readiness or career and technical education (CTE) pathways.

Adults

- Basic computer proficiency.
- Want to strengthen their professional document preparation skills.
- Individuals seeking to return to education or training programs.

Career Profile

This course aligns with the Department of Labor Standard Occupational Classification for the following:

SOC: 11-0000 Management Occupations

Management occupations encompass leadership roles responsible for planning, directing, and coordinating the operations and strategic direction of an organization or organizational unit. Individuals in these roles oversee personnel, allocate resources, establish objectives, and ensure that performance outcomes align with organizational goals.

SOC 43-0000 Office and Administrative Support Occupations

Office and Administrative Support Occupations include professionals who perform clerical, organizational, and administrative tasks that help businesses and organizations operate efficiently. These workers manage information, coordinate office activities, maintain records, and support communication within organizations.

SOC: 43-6000 Secretaries and Administrative Assistants

Secretaries and Administrative Assistants perform a variety of clerical and organizational tasks that support the daily operations of offices and organizations. They help ensure efficient workflow by managing schedules, preparing documents, coordinating communications, and maintaining records.

Topics

Lesson 1: Modern Word Processing

- Points to Ponder
- Purpose of Word Processing
- Word Processing Software Types
- Common Word Processing Features
- Skills Section
 - Getting Started with Google Docs
 - Getting Started with MS Word

Lesson 2: Basic Features

- Points to Ponder
- Page Setup
- Page, Word and Character Counts
- Printing
- Common Editing Tasks
- Styles and Date Function
- Proofing a Document
- Keyboard Shortcuts
- Citations, Bibliography, and Table of Contents
- Skills Section
 - Using Basic Features with Google Docs
 - Using Basic Features with MS Word

Lesson 3: Multimedia and Objects

- Points to Ponder
- Images in Documents
- Visual Elements in Documents
- Objects in Documents
- Formal vs Informal Reports
- Skills Section
 - Multimedia and Objects in Google Docs
 - Multimedia and Objects In MS Word

Lesson 4: Advanced Layout Features

- Points to Ponder
- Columns
- Outlines
- Tables
- Skills Section
 - Using Advanced Layout Features with Google Docs
 - Using Advanced Layout Features with MS Word

Lesson 5: Collaboration Tools

- Points to Ponder
- Collaboration: What is it?
- Sharing Files
- Track Changes
- Translation
- Skills Section
 - Using Collaboration Tools with Google Docs
 - Using Collaboration Tools with MS Word