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Certifies best practice in effective word processing software use. Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content. Syllabus. Word Processing Syllabus 6.0 [PDF] Sample Tests

ECDL Base - Wordprocessing

This training guide has been written specifically for the new ECDL unit Word Processing Software (BCS ITQ level 2, syllabus 5.0). Each exercise has been designed to gradually build up your knowledge of Microsoft Word 2016 using a simple, step-by-step approach., You will learn how to create and edit text based documents and use a range of basic word processing tools and techniques.

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ECDL Word Processing Software (BCS ITQ L1)

Allows users to become more confident, efficient and effective in using a word processing application. Proves mastery of the application. Enables users to produce and manage large, complex word processing outputs. Improves user's productivity and saves time.

ECDL Advanced Module - Word Processing

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ECDL L1 Word Processing Software Word 2010 s2.0 v1

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Word Processing □ ECDL - Romania

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ECDL Word Processing Software (BCS ITQ L2)

This document details the syllabus for ECDL / ICDL Word Processing at Level 1. The syllabus describes, through learning outcomes, the knowledge and skills that a candidate for ECDL / ICDL Word Processing at Level 1 should possess. The syllabus also provides the basis for the theory and practice-based test in this module.

Syllabus Version 2.0 (UK)

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