

MODULE 5: BASIC WORD PROCESSING

CODE: 960 056 Duration: 90 hours

A. Format texts.

**Correct formatting of characters
Appropriate choice of special characters and symbols
Appropriate hyphenation of words
Correct formatting of paragraphs
Correct formatting of pages**

B. Modify texts.

**Selected texts moved or copied to appropriate locations
Correct adaptation of formatting parameters
Transfer of selected texts into appropriate documents
Appropriate replacement of fonts and style parameters**

C. Create tables.

Exact determination of:

- number of rows and columns**
- size of rows and columns**
- format of content of cells**
- appearance of content of tables**

D. Merge texts with lists of data from files in the same program.

**Determination of appropriate fields
Correct entry of merge data
Return of merge fields to appropriate places in the main document
Successful merge**

E. Use tools to assist in writing.

**Proper checking of spelling, grammar and style
Appropriate search for synonyms**