![eipass european informatics passport]

WORD PROCESSING

Syllabus

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Introduction

Competition, innovation and social cohesion increasingly depend on the strategic and effective use of new information and communication technologies. This requires competence, creativity, and awareness on the part of those who use ICT tools every day.

Obtaining and certifying these skills through a recognised, objective system facilities mobility. A commonly-accepted 'language' in this sector provides the opportunity for everyone to think about their own ICT competence, and, more importantly, to display these skills on their CV. When applying for jobs this gives candidates something extra, something that employers are undoubtedly looking for. The skills outlined in this document represent a 'structure' for defining e-competence that could be transferred onto the Europass Curriculum. *From the Introduction to e-Competence Framework for ICT Users.*

The e-Competence Framework for ICT Users was developed by CEN, the European Committee for Standardisation, based on a series of EU rules and policies, including:

- European e-Skills Summit Declaration;
- Decision 2318/2003/EC by the European Parliament and Council to adopt a multiannual programme for the effective integration of information and communication technologies (ICT) in education and training systems in Europe (eLearning Programme);
- e-Skills in Europe: Towards 2010 and Beyond. A summary of the European e-Skills Forum report presented at the European e-skills Conference;
- European Commission communication on e-Skills in the 21st Century: Fostering Competitiveness, Growth and Jobs;
- Digital agenda for Europe.

The e-competence framework provides an overall outline of the digital skills that an average user of computers, the internet and new information and communication technologies should possess. **The use of a shared language to describe skills and proficiency levels makes it easily understandable throughout Europe and beyond**. The tool was created to facilitate the immediate assessment of IT skills in varying environments and for different groups of people. These include students, employees, managers, Human Resource departments, those working in educational institutions, policy makers and those in the public sector.

Our **User Programme** makes direct reference to classifications provided by the **e-Competence Framework for ICT Users (e-CF)**, making it relevant and applicable in all sectors: it is the first programme of its kind to make full use of the framework's structure, rather than simply replicating the principle ideas. The **User Programme**, more precisely, assesses and certifies intermediate ICT skills, as described in the summary table of the **e-Competence Framework for ICT Users – Part 2: User Guidelines**.

The **User Programme** is a great way to objectively demonstrate the ability to correctly and maturely use ICT tools in a school or university environment, at work, or on a personal level.

The programme takes into account the independent nature of different software and hardware producers, and fulfils all criteria for interoperability and neutrality.

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Our method

Going beyond the tired 'explanation, activity, test' method, we propose a new way to link and describe the content of the modules, based on that used in the **e-Competence Framework for ICT Users – Part 2: User Guidelines**.

The programme is the obvious choice for those who need to build their ICT skills and obtain a certification. For every topic, we have provided a reference framework which consists of:

- a basic definition of the skill;
- everything the User must know in about the topic, the theory or *knowledge*.
- the *skills* related to the aforementioned theory that a certified User must possess.

Procedures and tools

In order to prepare for the test, the candidate has full access to the online training and support available in your reserved area on DIDASKO platform.

To pass the exam, the candidate must be able to correctly answer at least 75% of the 30 questions for each module. The idea is that every module represents a specific skill. Due to the links between these skills, the candidate is free to choose the order in which they want to move through the modules.

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MODULE

WORD PROCESSING

What does a certified EIPASS User know how to do?

A certified User knows how to use, with dexterity, programs designed for producing word documents. He/she is able to create and manage documents, to write and format complex content because he/she knows how to apply the tools available to create structured and professional words (references, collaborative tools, Mail Merge). He/she can manage basic printing options.

The User also understands the tools available to safeguard documents, because he/she knows the advantages of a pro-active approach, indispensable when texts needed to be created, revised and shared with colleagues/friend etc.

Contents of the module

The interface and first steps
- Components and tools in the interface
- The first steps in creating a document
- Page set-up

Working on the text
- Inserting text and special characters
- Basic formatting rules
- Text styles

Managing links, tables and graphic elements
- Links
- Tables
- Graphic elements

Automisation and collaboration
- Tools for automatic text correction
- Referencing
- Collaboration tools

Outgoing documents
- Mail merge
- Printing a document
- Protecting a text document
- Archiving documents

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1 | THE INTERFACE AND FIRST STEPS

The User can: recognise the general organisation of the tools that the interface provides. Create and save new documents, set up the page set-up options and the settings of the relative components (word, paragraph, sentence, section).

Knowledge		Skills	
A certified User knows about...		A certified User can...	
1.1	Components and tools in the interface	**1.1.1**	Recognise components and functions of all the tools on the interface; components and functions of the quick access toolbar; how to personalise and export it
		1.1.2	Explain the purpose of the toolbar
		1.1.3	Explain how to use the *Guide*
		1.1.4	Recognise the components and functions of the status bar; recognise its uses and use all the view options available
1.2	The first steps in creating a document	**1.2.1**	Open a new document and move the insertion point; create a new document using a template
		1.2.2	Save a document on a PC and on OneDrive; use the quick save procedure; set-up automatic saving; recover unsaved files
		1.2.3	Recognise common file formats and extensions; save in PDF
		1.2.4	Correctly close a work session
		1.2.5	Reopen saved documents; recognise compatibility mode
1.3	Page set-up	**1.3.1**	Set up margins, orientation, sizing, border and background, how to insert a page break
		1.3.2	Identify the use of adding extra information: headers and footers (also on different pages and alternate pages), page numbers, frontispiece, apply new information to a document
		1.3.3	Edit colours and font within a theme

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2 | WORKING ON THE TEXT

The User can insert text into documents, using the tools available to manage it in a logical way. This includes fonts, special characters, formatting rules and styles.

Knowledge		Skills	
A certified User knows about...		A certified User can...	
2.1	Inserting text and special characters	**2.1.1**	Create paragraphs and sentences, insert characters and special characters, managing automatic correction tools
		2.1.2	Understand the importance of selecting text within the document, selecting with the mouse and with the keyboard
		2.1.3	Delete, copy, cut and past text in different ways, using *Notes*
		2.1.4	Cancel and repeat an operation
		2.1.5	Search for a word within a document
2.2	Basic formatting rules	**2.2.1**	Understand the definition of font type, style and size, apply type, style and size to fonts, make use of the automatic preview function, change style and size also use shortcuts
		2.2.2	Describe and use the *Font* window, choose a pre-defined font
		2.2.3	Apply special effects to text: colour, highlighting, superscript, strikethrough, change letters from upper and lower case
		2.2.4	Copy formatting
		2.2.5	Format paragraphs, take care of alignment, spacing, borders and background
2.3	Text styles	**2.3.1**	Manage and apply the quick styles available in Word, knowing the usefulness of summary
		2.3.2	Start the *Styles* box and use its functionalities

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3 | MANAGING LISTS, TABLES AND GRAPHIC ELEMENTS

The User can organise content in a way which makes sense for the purpose of the document, using lists, tabulation, tables and graphic elements, such as *ClipArt* (and online Clipart), films, and *SmartArt* forms.

Knowledge		Skills	
A certified User knows about...		A certified User can...	
3.1	Lists	**3.1.1**	Identify the types of list available (numbered and bullet points);create a new list; type without a new bullet point; turn an already-written text into a list; change a bullet-pointed list into a numbered one, order items within a list
		3.1.2	Personalise a list, applying an arbitrary number
		3.1.3	Create and manage lists on different levels
		3.1.4	Align texts, also using tabulation
		3.1.5	Organise the text into columns
3.2	Tables	**3.2.1**	Understand why a table is useful, define the difference between row and column, insert a table in different ways, manage the functions of context tabs with *table tools*
		3.2.2	Insert text into a table, move text around in a table
		3.2.3	Select text within a table, delete content
		3.2.4	Resize a table, editing the height of the rows and the width of the columns
3.3	Graphic elements	**3.3.1**	Insert an image from an internet file, using the *ClipArt* collection; save an insert a screenshot; insert captions; create an index
		3.3.2	Edit the size of an image, cut it, change the format and position, rotate it, delete it
		3.3.3	Insert videos within documents
		3.3.4	Create and manage shapes, using *SmartArt*; insert charts using spreadsheet programs (Excel); personalise the text with *WordArt*; insert text boxes

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4 | AUTOMATION, COOPERATION AND INTERACTION

Use the automation features to easily and quickly manage the document (correction and references); and activate and make use of the functions which allow it to be shared to manage comments and revisions with collaborators and co-editors.

	Knowledge			Skills
	A certified User knows about...			A certified User can...
4.1	Tools for automatic text correction		**4.1.1**	Identify incorrect words within the text and activate spellcheck and grammar check and use it whilst typing; work with foreign words and ensure they are no longer marked as errors; add new words to the program's internal dictionary
			4.1.2	Activate spellcheck and grammar check after having finished composing a document
			4.1.3	Define and activate automatic correction tools
			4.1.4	Define and activate the hypenation tool
			4.1.5	Define and activate the word count tool
4.2	Referencing		**4.2.1**	Understand the difference between *summary* and *index*; insert a pre-defined summary and a personalised summary; update it and delete it
			4.2.2	Define what it means to insert, update and delete an analytical index
			4.2.3	Insert, personalise and delete footnotes
4.3	Collaboration tools		**4.3.1**	Share a document, also using Online tools (Google Documents); understand the difference between comment and revision
			4.3.2	Insert and verify comments and revision

5 | OUTGOING DOCUMENTS: PRINTING AND ARCHIVING

A User can use Mailmerge to automatize the creation of letters, tags, and envelopes, create and modify a list of contacts, and manage standard printing options. He/she can archive documents in the most appropriate place, according to needs and using the file names and suitable saving options, considering the risks attached.

	Knowledge			Skills
	A certified User knows about...			A certified User can...
5.1	Mail merge		**5.1.1**	Define the *Mail merge* function and create personalised lists
5.2	Printing a document		**5.2.1**	View the print preview
			5.2.2	Define and use the key print options: page selection, number of copies, sorting and format
			5.2.3	Print
5.3	Protecting a text document		**5.3.1**	Understand the importance of using a password to limit access to documents for unauthorised parties
5.4	Archiving documents		**5.4.1**	Define, recognise and use different types of archiving

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> PROVIDER OF INTERNATIONAL DIGITAL SKILLS
  CERTIFICATION PROGRAMS EIPASS

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FOR INFORMATION ON IT CERTIFICATIONS

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