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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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assist learners in their training for a BCS or ECDL Certification Programme. These exercises are not certification tests. For

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approach.

ECDL Word Processing Software (BCS ITQ L2)

This document details the syllabus for EC DL / ICDL Word Processing at Level 1. The syllabus describes, through learning outcomes, the knowledge and skills that a candidate for EC DL / 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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