

# ICDL Workforce DOCUMENTS



**The Documents module covers the main concepts and skills needed for common word processing tasks, such as creating, formatting, and finishing letters and other everyday documents.**

With so many job roles now using essential ICT skills, workers need to demonstrate their ability to use word processing applications to produce workplace documents effectively. This module covers the knowledge and skills needed to create clearly presented, well-structured documents.

This module is suitable for a wide range of candidates who want to be able to work with documents effectively using a range of word processing applications.

**Develop the skills needed to create complex documents that are attractive and easy to read.**

The Documents module is part of the ICDL Workforce programme, designed to build the digital skills of the modern workplace.

### Main learning outcomes

Successful candidates will be able to use word processing applications to create, edit, and output everyday documents. After passing this module, candidates will feel confident enhancing their documents with text formatting and by inserting common features such as tables or images. They will be able to:

- understand the key concepts of word processing
- identify the different file formats and how to save them
- recognise good practice applying formatting options
- understand the different elements, objects, and data that can be added to a document
- know how to finalise a document and prepare it for printing
- prepare and create documents using mail merge

Module Overview	
Category	Skill Set
Using the Application	<ul style="list-style-type: none"> <li>• Working with Documents</li> <li>• Enhancing Productivity</li> </ul>
Document Creation	<ul style="list-style-type: none"> <li>• Enter Text</li> <li>• Select, Edit</li> </ul>
Formatting	<ul style="list-style-type: none"> <li>• Text</li> <li>• Paragraphs</li> <li>• Styles</li> </ul>
Objects	<ul style="list-style-type: none"> <li>• Table Creation</li> <li>• Table Formatting</li> <li>• Graphical Objects</li> </ul>
Mail Merge	<ul style="list-style-type: none"> <li>• Preparation</li> <li>• Outputs</li> </ul>
Prepare Outputs	<ul style="list-style-type: none"> <li>• Setup</li> <li>• Check and Print</li> </ul>

### Why certify with ICDL?

- ICDL certification is internationally recognised by employers and institutions.
- ICDL modules are developed with input from computer users, subject matter experts, and practising professionals from all over the world.
- The regularly updated syllabus content reflects day-to-day tasks and responsibilities typical of job roles.
- ICDL modules focus on skills acquisition as well as an understanding of concepts.
- ICDL syllabus content is vendor-independent so that skills and knowledge are transferable.
- ICDL has rigorous Quality Assurance Standards (QAS) and regular quality audits are conducted internally and externally.

