



REDCAR &  
CLEVELAND  
COLLEGE

# Course Information

## **Word Intermediate 2007 College Certificate**

**Awarding Body** Redcar & Cleveland College

### **Course Details**

The course can be delivered to suit learners needs and can include the following units:

#### Working with Graphics

- Inserting images from ClipArt
- Inserting images from file
- Moving images
- Deleting images
- Text wrapping
- Alignment

#### Drawing Tools

- Lines and arrows
- Auto shapes
- Text boxes
- WordArt
- Shadows and 3-D
- Line colour
- Fill colour

#### Working with Tables

- Add a table
- Deleting a table
- Moving a table
- Adding border
- Adding shading

#### Cut, Copy and Paste

#### Headers and Footers

#### Working with Templates

#### Find and Replace

### **Entry Requirements**

Basic Word knowledge and experience.



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**ALL FEES ARE SUBJECT TO REVIEW  
PLEASE REFER TO PART TIME PROSPECTUS**

<b>FACTFILE</b>	
Attendance	Part Time
Duration	1 day
Starting	10/02/2012
Location	Corporation Road
Timetable	Friday 09.00–16.00
Course Tutor	Sam Beel
Revision Date	December 2011
Division	Computing Information and Technology

***For further information contact:***

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