

COURSE: WORD PROCESSING [1421]

Module 1. GRADE 4 – WORD PROCESSING [14211]

Lesson 1. MULTIPLE DOCUMENTS	[142111]
Lesson 2. FORMATTING TEXTS	[142112]
Lesson 3. FORMATTING PARAGRAPHS	[142113]
Lesson 4. FORMATTING PAGES	[142114]
Lesson 5. FORMATTING EXISTING DOCUMENTS	[142115]
Lesson 6. USING TEMPLATES	[142116]

Module 2. GRADE 5 – WORD PROCESSING [14212]

Lesson 1. MULTIPLE DOCUMENTS	[142121]
Lesson 2. FORMATTING TEXTS	[142122]
Lesson 3. FORMATTING PARAGRAPHS	[142123]
Lesson 4. FORMATTING PAGES	[142124]
Lesson 5. FORMATTING EXISTING DOCUMENTS	[142125]
Lesson 6. USING TEMPLATES	[142126]

Module 3. GRADE 6 – WORD PROCESSING [14213]

Lesson 1. MULTIPLE DOCUMENTS	[142131]
Lesson 2. FORMATTING TEXTS	[142132]
Lesson 3. FORMATTING PARAGRAPHS	[142133]
Lesson 4. FORMATTING PAGES	[142134]
Lesson 5. FORMATTING EXISTING DOCUMENTS	[142135]
Lesson 6. USING TEMPLATES	[142136]