

ECCC SYLLABUS

MODULE: **IT M2** EDITING DOCUMENTS

LEVEL: **PRIMARY (A)**

COMPETENCE GROUP	COMPETENCE WITHIN ECCC STANDARDS
1. Creating document content	1.1. Entering and editing text. 1.2. Use of symbols and special characters. 1.3. Removing and copying parts of the text. 1.4. Copying content from other documents. 1.5. Inserting graphics in the document.
2. Principles of structuring the document	2.1. Principles of structuring the document: signs, words, sentences, paragraphs. 2.2. Use of punctuation marks: full stop, comma, exclamation point. 2.3. Creating paragraphs. 2.4. Creating standard bulleted or numbered lists. 2.5. Inserting tables and operations on them (inserting/deleting columns, rows and cells).
3. Formatting text	3.1. Formatting text. 3.2. Formatting paragraph. 3.3. Formatting (including positioning) graphics in the document. 3.4. Basic modification of table format (width of columns and high of lines). 3.5. Formatting a page.
4. Document management	4.1. Creating new or open existing documents. 4.2. Saving documents in the folders' system. 4.3. Print Preview and print the document. 4.4. Changing the display of the document and the document views management.