

Applying for this Course:

To apply for this course you should be 16 years of age or older and ideally hold at least an 'O' Level standard of education in order to allow you to follow terminology and course notes with greater facility. If you do not have these qualifications but possess other qualifications or relevant experience, kindly contact us on qa.jobsplus@gov.mt. stating your ID card number, attaching copies of your qualifications and a copy of your CV highlighting your work experience. Alternatively, you can send the requested information by post addressed to: Quality Assurance Unit, Jobsplus Training Complex, Triq Birżebbuġa, Ғal Far BBG3000.

On successful completion of this Word Processing Course, the learner will have theoretical and practical knowledge of :

- ✓ Working with Documents
- ✓ Enhancing Productivity
- ✓ Enter Text
- ✓ Selection and Editing Text
- ✓ Paragraphs
- ✓ Styles
- ✓ Table Creation
- ✓ Table Formatting
- ✓ Graphical Objects
- ✓ Mail Merge
- ✓ Setup of Page
- ✓ Spell Check
- ✓ Printing