

Competition Information document – Word Processing Word Processing: Copy Typing & Formatting Text

Pre-Brief

Word Processing Competition: Copy Typing and Inserting an Image

Competitors will undertake a copy typing task where they will be asked to:

- Use formatting techniques
- Inserting image(s)
- Inserting a table
- Editing the text

Competitors will be given 1 hour and 30 minutes to complete.

Entry Requirements

Learners working at an Entry Level 2 (EL2) within ICT and English are invited to take part in the competition.

Competitors must be 16 years of age or over.
A maximum of 3 competitors per organisation may enter.

A statement of support that outlines any individual needs of the learner within the competition - i.e.: support with communication etc. will need to be completed by on the day prior to beginning the competition.

The competition will be open for entries from 1 March 2018 to 7 April 2018 through the WordSkills UK entry system. For the most up to date information please check the Natspec website.

<https://natspec.org.uk/study-programmes/skills-competition/>

If you require further information, please contact

For general information about Inclusive Skills Competitions, contact Louise Keevil the Inclusive Skills Manager at Natspec, email: louise.keevil@natspec.org.uk Tel: 0115 854 1322