



Ministry of cooperatives
Labour and Social Welfare



Iran Technical and Vocational
Training Organization

Deputy of training
Plan and curriculums office

Competency Training standard

Title

Microsoft Word2016

Occupational group

INFORMATION TECHNOLOGY (IT)

International code

2519-53-101-1

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Revision Process:

- Scientific content
- According to market
- Equipment
- Tools

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Definitions:

Job standard:

The characteristics ' required competencies and abilities for Efficient Performance in work environment is called "the Job standard", and sometimes “The Occupational standard”

Training standard:

The Training Map for achieving the Job’s subset Competencies.

Job title:

Is a set of Tasks and Abilities which is expected from an employed person in the defined level

Job description:

A statement covering the most important elements of a job, namely the position or title of the job, the duties, job’s relation with other jobs in a occupational field, the responsibilities, workplace conditions and required performance standards.

Course duration:

The minimum of time which is required to achieve the training objects.

Admission requirements:

The minimum of competencies and abilities which are obligatory for a potential admission.

Evaluation:

The process of collecting evidence and judgment about whether a competency is achieved or not.

Include: written examination, practical examination

Required Qualifications for Trainers:

The minimum of Trainer’s technical and vocational abilities which the trainer is required to have.

Competency:

The ability of efficient performing a duty in a variety of workplaces conditions

Knowledge:

The minimum set of facts and mental capacities which is necessary for achieving a competency. This can include science, (Mathematics, physics, chemistry or biology), technology or technical.

Skill:

The minimum coordination between mind and body for achieving an ability or competency. It normally applied to practical skills.

Attitude:

A set of emotional behaviors required for achieving a competency and can have non-technical skills and occupational ethics.

Safety:

The cases which doing or not doing something can cause harm or accident

Environmental Consideration:

A set of consideration about the act which should be done to minimize the environmental damage or pollution.

Competency Title:

Microsoft Word 2016

Competency Description:

Microsoft Word is a word processor developed by Microsoft. It was first released in 1983 under the name Multi-Tool Word for Xenix systems. Subsequent versions were later written for several other platforms including IBM PCs running DOS (1983), Apple Macintosh running Mac OS (1985), AT&T Unix PC (1985), Atari ST (1988), OS/2 (1989), Microsoft Windows (1989) and SCO Unix (1994). Commercial versions of Word are licensed as a standalone product or as a component of Microsoft Office, Windows RT or the discontinued Microsoft Works suite. Microsoft Word Viewer and Office Online are Freeware editions of Word with limited features

Admission Requirements:

minimum degree of education: Post first year of high school
minimum physical and mental ability:-
Prerequisite skills: icdl 2

Course duration:

Course duration: 50 hours
-Theoretical :20 Hours
-Practical :30 Hours
-Apprenticeship:... Hours
-Project:... Hours

Evaluation :(%)**IRANTVTO Evaluation :(%)**

Written Examination:25%
Practical Examination:65%
Ethics:10%

Required Qualifications for Trainers:

Computer engineer with 3 years experience

Competency Training Standard

Competencies

	Title
1	Creating a Microsoft Word Document
2	The Ribbon
3	The Backstage View (The File Menu)
4	The Quick Access Toolbar
5	Formatting Microsoft Word Documents
6	Editing Documents
7	Advanced Formatting
8	Working with Tables
9	Working with Images
10	Page Layout
11	Working with Illustrations
12	Viewing Your Documents
13	Finalizing Microsoft Word Documents

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Training standard

Contents analysis form

Title: Creating a Microsoft Word Document	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Starting Microsoft Word • Creating a Document • Saving a Document • Backward Compatibility Importing a File • The Status Bar • Closing a Document 	Determined by the instructor			From Microsoft
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard
Contents analysis form

Title: The Ribbon	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • The Ribbon • Tabs Groups • Commands • Inserting Symbols Using Commands 	Determined by the instructor			From
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard

Contents analysis form

Title: The Backstage View (The File Menu)	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill:	Determined by the instructor			From
<ul style="list-style-type: none"> • Introduction to the Backstage View • Opening a Document 				
<ul style="list-style-type: none"> • Configuring Documents to Print 				
<ul style="list-style-type: none"> • Print Document Sections 				
<ul style="list-style-type: none"> • Set Print Scaling 				
<ul style="list-style-type: none"> • Adding Your Name to Microsoft Word 				
<ul style="list-style-type: none"> • Adding Values to Document Properties 				
<ul style="list-style-type: none"> • Working with Autosaved Versions of Documents 				
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

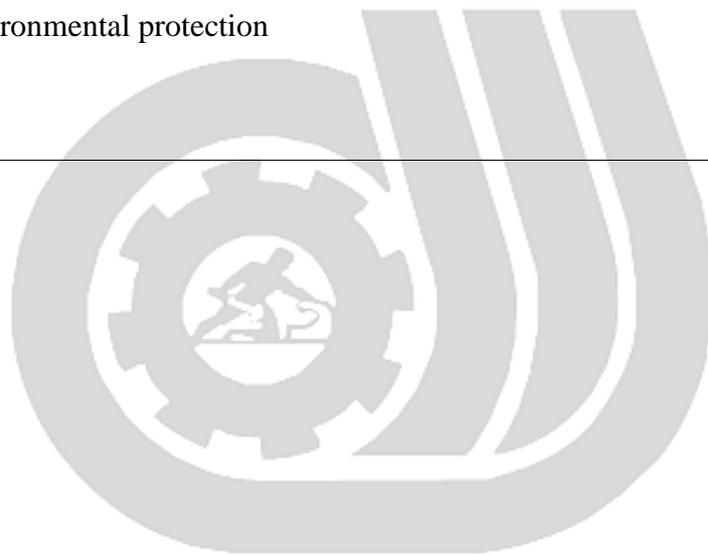
Training standard
Contents analysis form

Title: The Quick Access Toolbar	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Adding Common Commands • Adding Additional Commands with the Customize Dialog Box • Adding Ribbon Commands or Groups • Placement 	Determined by the instructor			From
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard
Contents analysis form

Title: Formatting Microsoft Word Documents	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill:	Determined by the instructor			From microsoft
<ul style="list-style-type: none"> • Selecting Text • Selecting Fonts • Clear Existing Formatting • Set Indentation • Change Text to WordArt • Working with Lists • Creating Custom Bullets • Modifying List Indentation • Modifying Line Spacing in a List • Increasing and Decreasing List Levels • Modifying List Numbering • Inserting a Hyperlink in a Document • Using Styles • About Styles • Applying Paragraph Styles • Applying Character Styles Changing Document Style Sets • Creating Quick Styles • Using Themes 				

<ul style="list-style-type: none"> Using the Ruler 			
<p>Attitude: Speed and accuracy in doing the right thing</p>			
<p>Health & Safety: Compliance with safety protection in the workplace</p>			
<p>Environmental Consideration: Compliance with environmental protection</p>			



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Training standard
Contents analysis form

Title: Editing Documents	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill:	Determined by the instructor			From
• Find				
• Find and Replace				
• Using a Wildcard to Find and Replace				
• Find and Replace Tips				
• Inserting Text Using AutoCorrect				
• Appending Text to a Document				
• Using the Clipboard				
• The Clipboard Group				
• Copying and Pasting Text				
• The Office Clipboard Task Pane				
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 16 Trainees

From: Microsoft

Training standard
Contents analysis form

Title: Advanced Formatting	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Shading and Borders • Setting Line and Paragraph Spacing • Changing Styles • Benefits of Styles • Setting a New Style Set as Default • Resolving Multi-Document Style Conflicts • Customizing Settings for Existing Styles • Creating Character-Specific Styles • Assigning Keyboard Shortcuts to Styles • Copy Styles from Template to Template Using the Styles Organizer • Paragraph Marks and Other Formatting Symbols 	Determined by the instructor			From
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard
Contents analysis form

Title: Working with Tables	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Inserting a Table • Converting Tables to Text • Adding a Table Title • Modifying Table Fonts • Sorting Table Data • Setting Cell Margins • Modifying Table Dimensions • Merging Cells • Applying Formulas to a Table • Table Styles • Formatting a Table 	Determined by the instructor			From
	Attitude: Speed and accuracy in doing the right thing			
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard
Contents analysis form

Title: Working with Images	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Inserting Images • Adding Quick Styles to Images • Placing and Sizing Images • Wrapping Text around an Image • Adjusting Images • Borders and Effects 	Determined by the instructor			From
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard
Contents analysis form

Title: Page Layout	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Orientation and Paper Size • Working with Columns • Advanced Formatting • Set Character Space Options • Set Advanced Character Attributes • Add Linked Text Boxes • Working with Fields • Add Custom Fields • Modify Field Properties • Create Custom Field Formats • Add Field Controls • Link to External Data • Page and Section Breaks • Preventing Orphans • Adding Page and Section Breaks 	Determined by the instructor			From
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard

Contents analysis form

Title: Working with Illustrations	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Adding and Editing Charts • Working with Clip Art • Using Shapes • Positioning Shapes • Wrapping Text Around Shapes • Working with SmartArt • Inserting SmartArt • Modifying SmartArt • Positioning SmartArt • Creating Captions • Changing Caption Formats • Using Cross-References • Using Building Blocks • Inserting Text Boxes • Moving Building Blocks between Documents • Editing Building Block Properties 	Determined by the instructor			From
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard
Contents analysis form

Title: Viewing Your Documents	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Document Views • Using the Navigation Pane • Use Show/Hide • Multiple Windows 	Determined by the instructor			From
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard
Contents analysis form

Title: Finalizing Microsoft Word Documents	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill: <ul style="list-style-type: none"> • Adding Page Numbers • Exercise: Adding Page Numbers • Headers and Footers • Checking Spelling and Grammar 	Determined by the instructor			From
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				