



Get the Pitman Advantage™

Business Document Production

Designed For: Those who wish to gain an OCR Level 2 Certificate or Diploma in Text Processing.

Pre-requisites: Familiarity with a word processing program and keyboarding skills.

Objectives: To prepare those who wish to take the OCR Text Production examination at level 2 (mandatory unit of the Text Processing Certificate or Diploma.)

Lesson	Course Content
1	Keying in a business letter using the correct layout, keying in a memo and a report, recognising spelling errors and correcting them, correctly expand abbreviations, changing line spacing within a document, emphasising text as instructed.
2	Recognising and interpreting amendment and correction signs in order to produce correct copy, producing a letter and memo that include a special mark, locating and incorporating a forward date, keying in a report with a change of line spacing.
3	- Producing documents from written draft that includes special marks and continuation pages, recognising and correcting errors of agreement, transposing text vertically, inserting missing punctuation. - Locating and correctly inserting text not included in the written draft, being aware of the importance of consistency of style in relation to figures.
4	Keying in a letter, memo and report observing all instructions, locating and correctly inserting information contained in another document. Completing the three documents within 1½ hours. Revision of all topics covered in the course.

Benefits:

- The opportunity to gain a Level 2 unit qualification
- The flexibility and value of a self-study course designed to enable you to work at your own pace.

Course duration: 6-8 hours

Price: £188.38 – including workbook, examination and certificate

For more information or to sample the course, free, please call us:

Manchester: 0161 923 6814

Holborn: 020 7025 4700

Notting Hill: 020 7792 5214

Pitman Training Centre High Holborn, Notting Hill & Manchester operate under franchise of Pitman Training Group

www.holborntraining.co.uk

How to find us:



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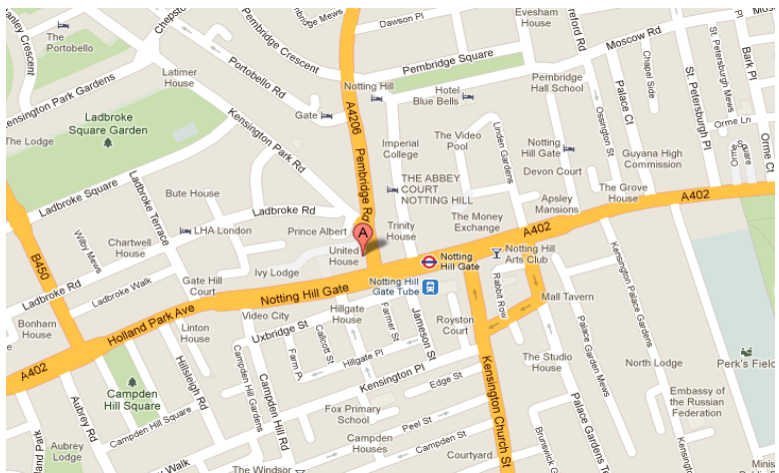
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