

Access to H.E. National Programme Unit



Unit Title:	ICT: Advanced Word Processing	Ungraded Unit Code:	UD33DEV15
Pathway(s):	All Pathways		
Module(s):	Developmental		
Level:	3	Credit Value:	3
Valid from:	11 th November 2019	Valid to:	31 st July 2025

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1 Know how to use a word processor application to create a variety of documents	1.1 Create at least three word processed documents of at least three pages for different purposes and audiences
	1.2 Create at least one extended document of at least eight pages (Font: Ariel, size 12 points or similar)
2. Know how to use advanced formatting features word processing application	2.1 Consistently format text in an extended document to enhance the document's appearance and for clarity, and justify the formatting scheme
	2.2 Format the page layout for a document using different layouts for different sections as appropriate
	2.3 Justify the use of special formatting techniques e.g. heading levels, bulleted lists, etc
3. Know how to use advanced word processor features to update and edit word processed documents	For an extended document:
	3.1 Format headers and footers consistently from section to section, including page numbers and other text
	3.2 Insert automated entries as appropriate, e.g. footnotes, cross-references etc
4. Use advanced word processing tools and	4.1 Insert an automated table of contents or

Access to H.E. National Programme Unit



features to enhance documents

bibliography to an extended document

4.2 Insert and format objects as appropriate,
e.g. a spreadsheet, chart, equation