

# Access to H.E. National Programme Unit



Unit Title:	ICT: Word Processing	Ungraded Unit Code:	UD23DEV14
Pathway(s):	All Pathways		
Module(s):	Developmental		
Level:	2	Credit Value:	3
Valid from:	11 <sup>th</sup> November 2019	Valid to:	31 <sup>st</sup> July 2025

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1 Know how to use a word processor application to create a variety of documents	1.1 Create at least two word processed documents of at least three pages for different purposes
2. Know how to format word processed documents to add clarity and for ease of reading	2.1 Consistently format text as appropriate to enhance a document's appearance and for clarity, including: <ul style="list-style-type: none"> <li>a) Change font and font size</li> <li>b) Use bold, italic and underline</li> <li>c) Justify text where appropriate</li> </ul>
	2.2 Format the page layout for a document appropriately: change margins, adjust line spacing and add page breaks as appropriate
	2.3 Use special formatting techniques as appropriate, e.g. heading levels, bulleted lists, numbered list, strikethrough, superscript
3. Know how to update and edit word processed documents for different purposes	3.1 Update a document by adding text and adjust formatting appropriately
	3.2 Add a header and footer to a document and format text appropriately
	3.3 Insert special page numbers, date modified and file name fields

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	3.4 Copy a document with a new name and edit to produce a one page summary
4. Use word processing tools and features to enhance documents	4.1 Insert and position graphics and adjust word wrapping appropriately
	4.2 Insert a table and format appropriately