

## Access to Higher Education Unit

This unit forms part of an Access to HE Diploma. This is a developmental unit so is only available as ungraded.

**Unit Title:** ICT: Word Processing

**Ungraded Unit Reference Number:** UD23DEV14

**Module:** Developmental

**Level:** Two (2)

**Credit Value:** Three (3)

**Units barred for selection against this unit:**

- **ICT: Using ICT and Word Processing (UD26DEV24)**

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
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

	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