

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: Advanced Word Processing

Ungraded Unit Reference Number: UD33DEV15

Module: Developmental

Level: Three (3)

Credit Value: Three (3)

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 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, size12 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 features to enhance documents	4.1 Insert an automated table of contents or bibliography to an extended document

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