

# Open Awards Qualification Unit



This unit forms part of a regulated qualification.

## 1 Unit Details

Unit Title:	Using Software to Edit Text and Images
Unit Reference Number:	D/615/6267
Level:	Entry 3
Credit Value:	3
Minimum GLH:	27

## 2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Use correct procedures to start ICT systems and open an application	1.1 Switch on computer
	1.2 Open a chosen software application
2. Create a new document, enter data and check for accuracy	2.1 Create a document
	2.2 Enter text and numbers accurately
	2.3 Check meaning and accuracy
3. Know to how edit text and insert images into a document	3.1 Insert an image into a document
	3.2 Bring together information in one document,-
	3.3 Demonstrate the following: a) Aligning text b) Changing font size c) Changing font styles d) Emphasising text e) Copy and pasting text
4. Save, print and close a document	4.1 Save documents
	4.2 Print documents

	4.3 Close documents
5. Use correct procedures to close ICT systems and open an application	5.1 Close software
	5.2 Switch off the computer and monitor safely