

Open Awards Qualification Unit



This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Word Processing Software
Unit Reference Number:	K/615/8684
Level:	Level 1
Credit Value:	3
Minimum GLH:	20

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Be able to enter, edit and combine text and other information accurately within word processing documents	1.1 Identify what types of information are needed in documents
	1.2 Identify what templates are available and when to use them
	1.3 Use keyboard or one other input method to enter or insert text and other information
	1.4 Combine information of different types or from different sources into a document
	1.5 Enter information into existing tables, forms and templates
	1.6 Use editing tools to amend document content
	1.7 Store and retrieve document files effectively, in line with local guidelines and conventions where available
2 Be able to structure information within word processing documents.	2.1 Create and modify tables to organise tabular or numeric information
	2.2 Select and apply heading styles to text
3 Be able to use word processing software tools to format and present documents.	3.1 Identify what formatting to use to enhance presentation of the document

3.2 Select and use appropriate techniques to format characters and paragraphs

3.3 Select and use appropriate page layout to present and print documents

3.4 Check documents meet needs, using IT tools and making corrections as necessary