

Open Awards Qualification Unit



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1 Unit Details

Unit Title:	Word Processing Software Skills
Unit Reference Number:	T/615/9739
Level:	Level 2
Credit Value:	4
Minimum GLH:	32

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Be able to enter and combine text and other information within word processing documents	1.1 Demonstrate using different forms of information to include <ol style="list-style-type: none">TextNumbersImagesOther graphic elements
	1.2 Use appropriate techniques to enter text and other information accurately and efficiently
	1.3 Compare a minimum of 2 templates
	1.4 Use a selected template to create word processed document
	1.5 Describe when it is would be necessary to combine and merge information from other software and/or other documents
	1.6 Combine and merge information from other software or other documents
	1.7 Use a minimum of 3 editing tools to amend document content
	1.8 Store document and template files effectively

	1.9 Retrieve document and template files effectively, in line with local guidelines and conventions where available
2. Be able to create and modify layout and structures for word processed documents	2.1 Explain requirements for structure and style for a required document
	2.2 Identify available templates and styles that would be suitable for the documents required
	2.3 Organise information by: <ul style="list-style-type: none"> a) Creating columns, tables and forms b) Modifying columns, tables and forms
	2.4 Select and apply styles to text
3. Be able to use word processing software tools to format and present documents to meet requirements	3.1 Identify how the document should be formatted to aid meaning
	3.2 Use appropriate techniques to format characters and paragraphs
	3.3 Use appropriate page and section layouts to present and print documents
	3.4 Describe any quality problems that have occurred during the production of the documents
	3.5 Check that the documents meet needs, using IT tools and making corrections as necessary
	3.6 Respond appropriately to quality problems with documents so that outcomes meet identified needs