

## Access to Higher Education Unit

This unit forms part of an Access to HE Diploma. If delivering the graded version of this unit, please refer to the Provider Handbook for details on grading descriptors and the application of these across units within your programme.

**Unit Title:** ICT: Using ICT and Word Processing

**Graded Unit Reference Number:**

**Ungraded Unit Reference Number:** UD26DEV24

**Module:** Developmental

**Level:** Two [2]

**Credit Value:** Six [6]

**Minimum Guided Learning Hours:** 60

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

- ICT: Using ICT (UD23DEV09)
- ICT: Word Processing (UD23DEV14)

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know how to use ICT to share information in appropriate formats	1.1 Use emails with attachments to share image files in a format that the receiver can access
	1.2 Use emails to share links to relevant Websites and Web pages
2. Understand the scope of the World Wide Web and use the Internet to retrieve accurate, relevant information	2.1 Briefly describe the nature of the World Wide Web
	2.2 Explain how different individuals and organisations share information using the World Wide Web
	2.3 Use the Internet to collect information or data for a specified purpose and identify the three most relevant sources
3. Know how to use a word processor application to create a variety of documents and be able to use a computer to store documents securely so they may be retrieved efficiently	3.1 Create at least two word processed documents of at least three pages for different purposes

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
	<p>3.2 Save files to virtual / removable storage using filenames that reflect the content of the file</p> <hr/> <p>3.3 Save backup copies of files in different locations to reduce the chance of accidental loss</p>
<p>4. Know how to format word processed documents to add clarity and for ease of reading</p>	<p>4.1 Consistently format text as appropriate to enhance a document's appearance and for clarity, including:</p> <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> <hr/> <p>4.2 Format the page layout for a document appropriately: change margins, adjust line spacing and add page breaks as appropriate</p> <hr/> <p>4.3 Use special formatting techniques as appropriate, e.g. heading levels, bulleted lists, numbered list, strikethrough, superscript</p>
<p>5. Know how to update and edit word processed documents for different purposes</p>	<p>5.1 Update a document by adding text and adjust formatting appropriately</p> <hr/> <p>5.2 Add a header and footer to a document and format text appropriately</p> <hr/> <p>5.3 Insert special page numbers, date modified and file name fields</p> <hr/> <p>5.4 Copy a document with a new name and edit to produce a one-page summary</p>
<p>6. Use word processing tools and features to enhance documents</p>	<p>6.1 Insert and position graphics and adjust word wrapping appropriately</p> <hr/> <p>6.2 Insert a table and format appropriately</p>