Unit Title: **Word Processing Software**
Unit Level: **Level 1**
Unit Credit Value: **3**
GLH: **20**
LASER Unit Code: **CAI949**
Ofqual Unit Code: **L/502/4627**

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1.	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 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.	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.	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.

Assessment Guidance:
NA

Additional Information:
NA