

**Unit Title:** Word Processing Software  
**Unit Level:** Level 2  
**Unit Credit Value:** 4  
**GLH:** 30  
**LASER Unit Code:** CAI980  
**Ofqual Unit Code:** R/502/4628

This unit has 3 learning outcomes.

| LEARNING OUTCOMES |  | ASSESSMENT CRITERIA |  |
|-------------------|--|---------------------|--|
| The learner will: |  | The learner can:    |  |
| 1.                | Enter and combine text and other information accurately within word processing documents.            | 1.1                 | Identify what types of information are needed in documents.  |
|                   |  | 1.2                 | Use appropriate techniques to enter text and other information accurately and efficiently.                                 |
|                   |  | 1.3                 | Select and use appropriate templates for different purposes.   |
|                   |  | 1.4                 | Identify when and how to combine and merge information from other software or other documents.                             |
|                   |  | 1.5                 | Select and use a range of editing tools to amend document content.   |
|                   |  | 1.6                 | Combine or merge information within a document from a range of sources.  |
|                   |  | 1.7                 | Store and retrieve document and template files effectively, in line with local guidelines and conventions where available. |
| 2.                | Create and modify layout and structures for word processing documents.                               | 2.1                 | Identify the document requirements for structure and style.  |
|                   |  | 2.2                 | Identify what templates and styles are available and when to use them.   |
|                   |  | 2.3                 | Create and modify columns, tables and forms to organise information.   |
|                   |  | 2.4                 | Select and apply styles to text.   |
| 3.                | Use word processing software tools to format and present documents effectively to meet requirements. | 3.1                 | Identify how the document should be formatted to aid meaning.  |
|                   |  | 3.2                 | Select and use appropriate techniques to format characters and paragraphs.   |
|                   |  | 3.3                 | Select and use appropriate page and section layouts to present and print documents.  |
|                   |  | 3.4                 | Describe any quality problems with documents.  |
|                   |  | 3.5                 | Check documents meet needs, using IT tools and making corrections as necessary.  |
|                   |  | 3.6                 | Respond appropriately to quality problems with documents so that outcomes meet needs.                                      |

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| <b>Assessment Guidance:</b> |
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| <b>Additional Information:</b> |
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