

**Unit Title:** Word Processing Software  
**Unit Level:** Level 3  
**Unit Credit Value:** 6  
**GLH:** 45  
**LASER Unit Code:** CAI998  
**Ofqual Unit Code:** Y/502/4629

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                 | Summarise what types of information are needed for the document and how they should be linked or integrated.                 |
|                   |   | 1.2                 | Use appropriate techniques to enter text and other types of information accurately and efficiently.                          |
|                   |   | 1.3                 | Create, use and modify appropriate templates for different types of documents.   |
|                   |   | 1.4                 | Explain how to combine and merge information from other software or multiple documents.                                      |
|                   |   | 1.5                 | Combine and merge information within a document from a range of sources.   |
|                   |   | 1.6                 | Store and retrieve document and associated files effectively, in line with local guidelines and conventions where available. |
|                   |   | 1.7                 | Select and use tools and techniques to work with multiple documents or users.  |
|                   |   | 1.8                 | Customise interface to meet needs.   |
| 2.                | Create and modify appropriate layouts, structures and styles for word processing documents.                         | 2.1                 | Analyse and explain the requirements for structure and style.  |
|                   |   | 2.2                 | Create, use and modify columns, tables and forms to organise information.  |
|                   |   | 2.3                 | Define and modify styles for document elements.  |
|                   |   | 2.4                 | Select and use tools and techniques to organise and structure long documents.  |
| 3.                | Use word processing software tools and techniques to format and present documents effectively to meet requirements. | 3.1                 | Explain how the information should be formatted to aid meaning.  |
|                   |   | 3.2                 | Select and use appropriate techniques to format characters and paragraphs.   |

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|--|--|-----|--|
|  |  | 3.3 | Select and use appropriate page and section layouts to present and print multi-page and multi-section documents.         |
|  |  | 3.4 | Check documents meet needs, using IT tools and making corrections as necessary.  |
|  |  | 3.5 | Evaluate the quality of the documents produced to ensure they are fit for purpose.                                       |
|  |  | 3.6 | Respond appropriately to any quality problems with documents to ensure that outcomes meet needs and are fit for purpose. |

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