

Unit Title: Using Word Processing Software
Unit Level: Entry 3
Unit Credit Value: 2
GLH: 15
LASER Unit Code: WJC556
Ofqual Unit Code: L/506/0382

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to input text and edit word processing documents.	1.1	Use keyboard or other input method to enter or insert text into a document.
		1.2	Give examples of the types of document that could be created using word processing software.
		1.3	Store and retrieve document files, in line with any relevant guidelines.
		1.4	Identify why you would use word processing software to create documents.
		1.5	Use editing tools in a document.
2.	Be able to structure information within word processing documents.	2.1	Identify and use appropriate templates to create a new document.
		2.2	Use appropriate page layout to present documents.
		2.3	Name common items that can be used to change page layout.
3.	Be able to use word processing software tools to format, present and print documents.	3.1	Use appropriate techniques to format characters.
		3.2	Use appropriate techniques to format paragraphs.
		3.3	Use appropriate tools to help check documents for accuracy and consistency.
		3.4	Check documents meet needs, using IT tools and making changes as appropriate.
		3.5	Print word processed documents.

Assessment Guidance:

NA

Additional Information:

NA