

Unit Title: Creating And Editing Electronic Documents
Unit Level: Entry 3
Unit Credit Value: 3
GLH: 30
LASER Unit Code: WJG555
Ofqual Unit Code: A/617/3903

This unit has 8 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to follow safe practices when using ICT.	1.1	Use equipment.
2.	Be able to use ICT systems correctly.	2.1	Switch on computer and monitor.
		2.2	Adjust settings to individual needs.
		2.3	Use input devices to navigate around the screen.
3.	Be able to create a new document, enter data and check for accuracy.	3.1	Create a new document.
		3.2	Enter text and numbers into a document.
		3.3	Check meaning, accuracy and suitability of content.
		3.4	Present information that is fit for a given purpose.
4.	Be able to insert and position an image into a document.	4.1	Select a suitable digital image for a given purpose.
		4.2	Insert an image into a document.
		4.3	Position images and text appropriately.
5.	Be able to save, print and close a document.	5.1	Save a document.
		5.2	Print a document.
		5.3	Close a document.
6.	Be able to retrieve and edit a document.	6.1	Open an existing document.
		6.2	Edit data to achieve a given outcome.
		6.3	Delete data.
7.	Be able to align and format text.	7.1	Align and justify text.
		7.2	Change font size.
		7.3	Change font.
		7.4	Use bold, italics and underline to emphasise different areas of text.
8.	Be able to shut down an ICT system.	8.1	Switch off a computer and screen safely.

Assessment Guidance:

NA

Additional Information:

NA