

| Unit Title: Word Processing Software |               |
|--------------------------------------|---------------|
| Level:                               | Entry Three   |
| Credit Value:                        | 2             |
| GLH:                                 | 15            |
| OCNLR Unit Code:                     | CQ1/E3/LQ/002 |
| Ofqual Unit Reference Number:        | M/505/3229    |

*This unit has 3 learning outcomes*

| LEARNING OUTCOMES   | ASSESSMENT CRITERIA   |
|---|---|
| <b>The learner will:</b>  | <b>The learner can:</b>   |
| 1. Be able to input text and edit word processing documents.                      | 1.1. Use keyboard or other input method to enter or insert text.<br>1.2. Give examples of the types of document that you could create using a word processor.<br>1.3. Store and retrieve document files, in line with local guidelines.<br>1.4. Identify what would be used to create documents.<br>1.5. Use editing tools.<br>1.6. Identify editing used to aid meaning. |
| 2. Be able to structure information within word processing documents.             | 2.1. Identify and use appropriate templates to create a new document.<br>2.2. Use appropriate page layout to present and print documents.<br>2.3. Name common items that can used to change page layout.  |
| 3. Be able to use word processing software tools to format and present documents. | 3.1. Use appropriate tools to format characters.<br>3.2. Use appropriate techniques to format paragraphs.<br>3.3. Identify tools that can aid in checking documents for accuracy and consistency.<br>3.4. Use IT tools to check documents meet needs and make appropriate corrections.  |

## Assessment

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

**P = Prescribed** This assessment method *must* be used to assess all or part of the unit.

**O = Optional** This assessment method *could* be used to assess all or part of the unit.

|                                     |   |                         |   |
|-------------------------------------|---|-------------------------|---|
| Case Study                          |   | Project                 | O |
| Written question & answer/test/exam |   | Role play/simulation    |   |
| Essay                               |   | Practical demonstration | P |
| Report                              |   | Group discussion        |   |
| Oral question and answer            | O | Performance/exhibition  |   |
| Written description                 |   | Production of artefact  |   |