

Unit Title: Automation within Word Processing	
Level:	One
Credit Value:	3
GLH:	27
OCNLR Unit Code:	CN0/1/LQ/006
Ofqual Unit Reference Number:	A/616/8250

This unit has 2 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to use macros using keystrokes to automate word processing documents.	1.1. Explain the intended action to be automated. 1.2. Set up, define and record a macro for a minimum of two processes. 1.3. Assign a Word macro to a key on the keyboard. 1.4. Test the macro to ensure it works as intended.
2. Be able to write and edit code for an automated process within a word processing document.	2.1. Use computer code to create an automated process for word processing documents. 2.2. Test and debug the code as required. 2.3. Demonstrate the automated process to show it works as intended.

Assessment

The grid below provides suggestions for the types of assessment activities that can be used with the unit attached to provide evidence for the learner's portfolio. Please refer to the OCN London Assessment Guidance document for definitions of each activity and the expectations for assessment practice and evidence for moderation.

Case Study		Project	✓
Written question & answer/test/exam	✓	Role play/simulation	
Essay		Practical demonstration	✓
Report		Group discussion	
Oral question and answer	✓	Performance/exhibition	
Written description	✓	Production of artefact	
Reflective log/diary		Practice file	