

Word Processing	
Level:	One
Credit Value:	3
GLH:	24
OCNLR Unit Code:	CP0/1/LQ/003
Ofqual Unit Reference Number:	F/508/0712

*This unit has 3 learning outcomes*

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Be able to enter, edit and combine text and other information in word processed documents.	1.1. Identify types of information needed in documents. 1.2. Identify templates that could be used to produce documents. 1.3. Enter information into existing tables, forms and templates. 1.4. Combine information of different types or from different sources into a document. 1.5. Use editing tools to amend document content. 1.6. Follow guidelines to store and retrieve document files.
2. Be able to structure information within word processed documents.	2.1. Create and modify tables to organise information. 2.2. Select and apply heading styles to text.
3. Be able to use word processing software tools to format and present documents.	3.1. Identify formatting tools to enhance presentation of a document. 3.2. Use appropriate techniques to format characters and paragraphs. 3.3. Use appropriate page layout to present and print documents. 3.4. Check documents meet needs, using IT tools and making corrections as necessary.

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