

Schools ITQ Level 2 - Unit 7 - WP (Gold Unit 7)

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Level 2, Unit 7 - Word processing (4 credits)

1. Enter and combine text and other information accurately within word processing documents

[1.1 I can identify what types of information are needed in documents.](#) [7]

[1.2 I can use appropriate techniques to enter text and other information accurately and efficiently.](#) [10]

[1.3 I can select and use appropriate templates for different purposes.](#) [13]

[1.4 I can identify when and how to combine and merge information from other software or other documents.](#) [16]

2. Create and modify layout and structures for word processing documents

[2.1 I can identify the document requirements for structure and style.](#) [8]

[2.2 I can identify what templates and styles are available and when to use them.](#) [11]

[2.3 I can create and modify columns, tables and forms to organise information.](#) [14]

[2.4 I can select and apply styles to text.](#) [17]

3. Use word processing software tools to format and present documents effectively to meet requirements

[3.1 I can identify how the document should be formatted to aid meaning.](#) [9]

[3.2 I can select and use appropriate techniques to format characters and paragraphs.](#) [12]

[3.3 I can select and use appropriate page and section layouts to present and print documents.](#) [15]

[3.4 I can describe any quality problems with documents.](#) [18]

[1.5 I can select and use a range of editing tools to amend document content.](#) [19]

[3.5 I can check documents meet needs, using IT tools and making corrections as necessary.](#) [20]

[1.6 I can combine or merge information within a document from a range of sources.](#) [21]

[3.6 I can respond appropriately to quality problems with documents so that outcomes meet needs.](#) [22]

[1.7 I can store and retrieve document and template files effectively, in line with local guidelines and conventions where available.](#) [23]

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[167] <https://theingots.org/community/sil2u38>
[168] <https://theingots.org/community/sil3u65>
[169] <https://theingots.org/community/siel3u2>
[170] <https://theingots.org/community/sil1u43>
[171] <https://theingots.org/community/sil2u39>
[172] <https://theingots.org/community/sil3u66>
[173] <https://theingots.org/community/siel3u3>
[174] <https://theingots.org/community/sil1u50>
[175] <https://theingots.org/community/sil2u43>
[176] <https://theingots.org/community/sil3u67>
[177] https://theingots.org/community/siel3u_noprogression_1169
[178] <https://theingots.org/community/sil1u51>
[179] <https://theingots.org/community/sil2u50>
[180] <https://theingots.org/community/siel3u5>
[181] <https://theingots.org/community/sil1u102>
[182] <https://theingots.org/community/sil2u51>
[183] <https://theingots.org/community/siel3u6>
[184] <https://theingots.org/community/sil1u103>
[185] <https://theingots.org/community/sil2u70>
[186] <https://theingots.org/community/siel3u7>
[187] <https://theingots.org/community/sil1u105>
[188] <https://theingots.org/community/sil2u71>
[189] <https://theingots.org/community/siel3u4>
[190] <https://theingots.org/community/sil2u72>
[191] <https://theingots.org/community/siel3u10>
[192] <https://theingots.org/community/sil2u73>
[193] <https://theingots.org/community/siel3u14>
[194] <https://theingots.org/community/sil2u80>
[195] <https://theingots.org/community/siel3u15>
[196] <https://theingots.org/community/sil2u81>
[197] <https://theingots.org/community/siel3u16>
[198] <https://theingots.org/community/sil2u82>
[199] <https://theingots.org/community/siel3u20>
[200] <https://theingots.org/community/sil2u83>
[201] <https://theingots.org/community/siel3u23>
[202] <https://theingots.org/community/sil2u84>
[203] <https://theingots.org/community/siel3u25>
[204] <https://theingots.org/community/sil2u85>
[205] <https://theingots.org/community/siel3u26>
[206] <https://theingots.org/community/siel3u28>
[207] <https://theingots.org/community/siel3u32>