

Word processing

[General level descriptors](#) [1]

Level 1 Unit 2 - Word Processing (3 credits)

1. 1. The candidate will enter, edit and combine text and other information accurately within word processing documents.

[1.1 I can identify what types of information are needed in documents](#) [2]

[1.2 I can identify what templates are available and when to use them](#) [5]

[1.3 I can use keyboard or other input method to enter or insert text and other information](#) [8]

[1.4 I can combine information of different types or from different sources into a document](#) [10]

[1.5 I can enter information into existing tables, forms and templates](#) [12]

[1.6 I can use editing tools to amend document content](#) [13]

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

2. 2. Structure information within word processing documents

[2.1 I can create and modify tables to organise tabular or numeric information](#) [3]

[2.2 I can select and apply heading styles to text](#) [6]

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

[3.1 I can identify what formatting to use to enhance presentation of the document](#) [4]

[3.2 I can select and use appropriate techniques to format characters and paragraphs](#) [7]

[3.3 I can select and use appropriate page layout to present and print documents](#) [9]

[3.4 I can check documents meet needs, using IT tools and making corrections as necessary](#) [11]

[available](#) [14]

Level 2 Unit 2 - Word Processing (4 credits)

1. 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](#) [16]

[1.2 I can use appropriate techniques to enter text and other information accurately and efficiently](#) [19]

[1.3 I can select and use appropriate templates for different purposes](#) [22]

[1.4 I can identify when and how to combine and merge information from other software or other documents](#) [25]

[1.5 I can select and use a range of editing tools to amend document content](#) [28]

[1.6 I can combine or merge information within a document from a range of sources](#) [30]

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

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

[2.1 I can identify the document requirements for structure and style](#) [17]

[2.2 I can identify what templates and styles are available and when to use them](#) [20]

[2.3 I can create and modify columns, tables and forms to organise information](#) [23]

[2.4 I can select and apply styles to text](#) [26]

3. 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](#) [18]

[3.2 I can select and use appropriate techniques to format characters and paragraphs](#) [21]

[3.3 I can select and use appropriate page and section layouts to present and print documents](#) [24]

[3.4 I can describe any quality problems with documents](#) [27]

[3.5 I can check documents meet needs, using IT tools and making corrections as necessary](#) [29]

[3.6 I can respond appropriately to quality problems with documents so that outcomes meet needs](#) [31]

[conventions where available](#) [32]

Level 3, Unit 2 - Word Processing (6 credits)

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

[1.1 I can summarise what types of information are needed for the document and how they should be linked or integrated](#) [34]

[1.2 I can use appropriate techniques to enter text and other types of information accurately and efficiently](#) [37]

[1.3 I can create, use and modify appropriate templates for different types of documents](#) [40]

[1.4 I can explain how to combine and merge information from other software or multiple documents](#) [43]

[1.5 I can combine and merge information within a document from a range of sources](#) [46]

[1.6 I can store and retrieve document and associated files effectively, in line with local guidelines and conventions where](#)

2. 2. Create and modify appropriate layouts, structures and styles for word processing documents

[2.1 I can analyse and explain the requirements for structure and style](#) [35]

[2.2 I can create, use and modify columns, tables and forms to organise information](#) [38]

[2.3 I can define and modify styles for document elements](#) [41]

[2.4 I can select and use tools and techniques to organise and structure long documents](#) [44]

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

[3.1 I can explain how the information should be formatted to aid meaning](#) [36]

[3.2 I can select and use appropriate techniques to format characters and paragraphs](#) [39]

[3.3 I can select and use appropriate page and section layouts to present and print multi-page and multi-section documents](#) [42]

[3.4 I can check documents meet needs, using IT tools and making corrections as necessary](#) [45]

[3.5 I can evaluate the quality of the documents produced to ensure they are fit for purpose](#) [47]

[3.6 I can respond appropriately to any quality problems with documents to ensure that outcomes meet needs and are fit for](#)

[available](#) [48]

[purpose](#) [49]

[1.7 I can select and use tools and techniques to work with multiple documents or users](#) [50]

[1.8 I can customise interface to meet needs](#) [51]

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