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]

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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]

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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

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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]

Links to other Open Office Units

Entry Level	Level 1	Level 2	Level 3
Bronze 1 [53]	Silver 1: IPU [54]	Gold 1: IPU [55]	Platinum 1: IPU [56]
Bronze 2 [57]	Silver 2: WP [58]	Gold 2: WP [59]	Platinum 2: WP [60]
Bronze 3 Unit 1 [61]	Silver 3: SS [62]	Gold 3: SS [63]	Platinum 3: SS [64]
Bronze 3 Unit 2 [65]	Silver 4: DPS [66]	Gold 4: DPS [67]	Platinum 4: DPS [68]
	Silver 5: PS [69]	Gold 5: PS [70]	Platinum 5: PS [71]
	Silver 6: DB [72]	Gold 6: DB [73]	Platinum 6: DB [74]

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Links
[1] https://theingots.org/community/qcf_levels
[2] https://theingots.org/community/oool1u2x#1.1
[3] https://theingots.org/community/oool1u2x#2.1
[4] https://theingots.org/community/oool1u2x#3.1
[5] https://theingots.org/community/oool1u2x#1.2
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[11] https://theingots.org/community/oool1u2x#3.4
[12] https://theingots.org/community/oool1u2x#1.5

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[13] https://theingots.org/community/oool1u2x#1.6
[14] https://theingots.org/community/oool1u2x#1.7
[15] https://theingots.org/community/oool1u2i
[16] https://theingots.org/community/oool2u2x#1.1
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[18] https://theingots.org/community/oool2u2x#3.1
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[69] https://theingots.org/community/ooops#1
[70] https://theingots.org/community/ooops#2
[71] https://theingots.org/community/ooops#3

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[72] https://theingots.org/community/ooodb#1
[73] https://theingots.org/community/ooodb#2
[74] https://theingots.org/community/ooodb#3

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