

Schools ITQ Level 3 - Unit 7 - Word Processing Software (Platinum Unit 7)

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Level 3, Unit 7 - Word Processing Software (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](#) [7]

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

[1.3 I can create, use and modify appropriate templates for different types of documents](#) [13]

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](#) [8]

[2.2 I can create, use and modify columns, tables and forms to organise information](#) [11]

[2.3 I can define and modify styles for document elements](#) [14]

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](#) [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 multi-page and](#)

[multi-section documents](#)
[15]

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

[2.4 I can select and use tools and techniques to organise and structure long documents](#) [17]

[3.4 I can check documents meet needs, using IT tools and making corrections as necessary](#)
[18]

[1.5 I can combine and merge information within a document from a range of sources](#) [19]

[3.5 I can evaluate the quality of the documents produced to ensure they are fit for purpose](#) [20]

[1.6 I can store and retrieve document and associated files effectively, in line with local guidelines and conventions where available](#) [21]

[3.6 I can respond appropriately to any quality problems with documents to ensure that outcomes meet needs and are fit for purpose](#)
[22]

[1.7 I can select and use tools and techniques to work with multiple documents or users](#) [23]

[1.8 I can customise interface to meet needs](#)
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 [162] <https://theingots.org/community/siel3u0reg>
 [163] <https://theingots.org/community/sil1u38>
 [164] <https://theingots.org/community/sil2u35>
 [165] <https://theingots.org/community/sil3u64>
 [166] <https://theingots.org/community/siel3u1>
 [167] <https://theingots.org/community/sil1u39>
 [168] <https://theingots.org/community/sil2u38>
 [169] <https://theingots.org/community/sil3u65>
 [170] <https://theingots.org/community/siel3u2>
 [171] <https://theingots.org/community/sil1u43>
 [172] <https://theingots.org/community/sil2u39>
 [173] <https://theingots.org/community/sil3u66>
 [174] <https://theingots.org/community/siel3u3>
 [175] <https://theingots.org/community/sil1u50>
 [176] <https://theingots.org/community/sil2u43>
 [177] <https://theingots.org/community/sil3u67>
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 [181] <https://theingots.org/community/siel3u5>
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 [190] <https://theingots.org/community/siel3u4>
 [191] <https://theingots.org/community/sil2u72>
 [192] <https://theingots.org/community/siel3u10>
 [193] <https://theingots.org/community/sil2u73>
 [194] <https://theingots.org/community/siel3u14>
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 [198] <https://theingots.org/community/siel3u16>
 [199] <https://theingots.org/community/sil2u82>
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[201] <https://theingots.org/community/sil2u83>
[202] <https://theingots.org/community/siel3u23>
[203] <https://theingots.org/community/sil2u84>
[204] <https://theingots.org/community/siel3u25>
[205] <https://theingots.org/community/sil2u85>
[206] <https://theingots.org/community/siel3u26>
[207] <https://theingots.org/community/siel3u28>
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