Schools ITQ Entry 2 Unit 9 - (Bronze 2)

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Entry Level 2, Unit 9 - Using Word Processing Software (2 credits)

1. Enter, edit and combince text and other information accurately within word processing documents.	**2. Use word processing software tools to structure information, format and present documents.**
1.1 Identify what types of information are needed in documents. [5]	2.1 Identify what formatting to use to enhance presentation of the document. [6]
1.2 Use keyboard or other input method to enter or insert text and other information. [7]	2.2 Create and modify tables to organise tabular or numeric information. [8]
1.3 Combine information of different types or from different sources in a document. [9]	2.3 Use appropriate techniques to format characters and paragraphs. [10]
1.4 Enter information into existing tables, forms and templates. [11]	2.4 Use appropriate page layout to present and print documents. [12]
1.5 Use editing tools to amend document content. [13]	2.5 Check documents meet needs, using IT tools making corrections as necessary. [14]
1.6 Store and retrieve document files effectively, in line with local guidelines. [15]	

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[191] https://theingots.org/community/siel3u20
[192] https://theingots.org/community/sil2u83
[193] https://theingots.org/community/siel3u23
[194] https://theingots.org/community/sil2u84
[195] https://theingots.org/community/siel3u25
[196] https://theingots.org/community/sil2u85
[197] https://theingots.org/community/siel3u26
[198] https://theingots.org/community/siel3u28
[199] https://theingots.org/community/siel3u32

```
(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){ (i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new
Date();a=s.createElement(o), m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m)
})(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send',
'pageview');
```