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## Schools ITQ Entry 2 Unit 9 - (Bronze 2)

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- [Link to assessor's guide to interpreting the criteria for this unit](#) [4]
- Click on the links in the table below for specific guidance on the assessment criteria.

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

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

[1.1 Identify what types of information are needed in documents.](#) [5]

[1.2 Use keyboard or other input method to enter or insert text and other information.](#) [7]

[1.3 Combine information of different types or from different sources in a document.](#) [9]

[1.4 Enter information into existing tables, forms and templates.](#) [11]

[1.5 Use editing tools to amend document content.](#) [13]

[1.6 Store and retrieve document files effectively, in line with local guidelines.](#) [15]

#### 2. Use word processing software tools to structure information, format and present documents.

[2.1 Identify what formatting to use to enhance presentation of the document.](#) [6]

[2.2 Create and modify tables to organise tabular or numeric information.](#) [8]

[2.3 Use appropriate techniques to format characters and paragraphs.](#) [10]

[2.4 Use appropriate page layout to present and print documents.](#) [12]

[2.5 Check documents meet needs, using IT tools making corrections as necessary.](#) [14]

### Links to ITQ units

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<a href="#">Entry Level 1, Unit 4 - Desktop Publishing Software (2 credits)</a> [33]	<a href="#">Level 1, Unit 4 - IT Security for Users (1 credit)</a> [34]	<a href="#">Level 2, Unit 4 - IT Security for Users (2 credits)</a> [35]	<a href="#">Level 3, Unit 4 - IT Security for Users (3 credits)</a> [36]
<a href="#">Entry Level 1, Unit 5 - Safe Working Practices (2 credits)</a> [37]	<a href="#">Level 1, Unit 5 - Spreadsheet Software (3 credits)</a> [38]	<a href="#">Level 2, Unit 5 - Spreadsheet Software (4 credits)</a> [39]	<a href="#">Level 3, Unit 5 - Spreadsheet Software (6 credits)</a> [40]
<a href="#">Entry Level 1, Unit 6 - Using ICT in the Workplace (2 credits)</a> [41]	<a href="#">Level 1, Unit 6 - Specialist Software (2 credits)</a> [42]	<a href="#">Level 2, Unit 6 - Specialist software (3 credits)</a> [43]	<a href="#">Level 3, Unit 6 - Specialist Software (4 credits)</a> [44]
<a href="#">Entry Level 1, Unit 7 - Imaging software (2 credits)</a> [45]	<a href="#">Level 1, Unit 7 - Word Processing (3 credits)</a> [46]	<a href="#">Level 2, Unit 7 - Word processing (4 credits)</a> [47]	<a href="#">Level 3, Unit 7 - Word Processing Software (6 credits)</a> [48]
<a href="#">Entry Level 1, Unit 8 - Using ICT Equipment in a Work Place (2 credits)</a> [49]	<a href="#">Level 1, Unit 8 - Using the Internet (3 credits)</a> [50]	<a href="#">Level 2, Unit 8 - Using the internet (4 credits)</a> [51]	<a href="#">Level 3, Unit 8 - Using the Internet (5 credits)</a> [52]
<a href="#">Entry Level 1, Unit 9 - Using Word Processing Software (2 credits)</a> [53]	<a href="#">Level 1, Unit 9 - Drawing and planning (2 credits)</a> [54]	<a href="#">Level 2, Unit 9 - Drawing and planning (3 credits)</a> [55]	<a href="#">Level 3, Unit 9 - Drawing and Planning Software (4 credits)</a> [56]

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[Level 3, Unit 11 - Database Software \(6 credits\) \[64\]](#)

[Entry Level 1, Unit 13 - Computer Games Development \(2 credits\) \[65\]](#)

[Level 1, Unit 12 - Desktop Publishing Software \(3 credits\) \[66\]](#)

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<a href="#">Entry Level 2, Unit 32 - Website Software (2 credits) [145]</a>	<a href="#">Level 1, Unit 32 - Computerised Accounting Software (2 credits) [146]</a>	<a href="#">Level 2, Unit 33 - Application Development Using Project Management Methods (4 credits) [147]</a>	<a href="#">Level 3, Unit 62 - Cisco CCNA 3 - Scaling Networks (6 credits) [148]</a>
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(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');
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[122] <https://theingots.org/community/sil1u26>  
[123] <https://theingots.org/community/sil2u26>  
[124] <https://theingots.org/community/sil3u41>  
[125] <https://theingots.org/community/siel2u12>  
[126] <https://theingots.org/community/sil1u27>  
[127] <https://theingots.org/community/sil2u27>  
[128] <https://theingots.org/community/sil3u42>  
[129] <https://theingots.org/community/siel2u14>  
[130] <https://theingots.org/community/sil1u28>  
[131] <https://theingots.org/community/sil2u28>  
[132] <https://theingots.org/community/sil3u44>  
[133] <https://theingots.org/community/siel2u16>  
[134] <https://theingots.org/community/sil1u29>  
[135] <https://theingots.org/community/sil2u29>  
[136] <https://theingots.org/community/sil3u57>  
[137] <https://theingots.org/community/siel2u26>  
[138] <https://theingots.org/community/sil1u30>  
[139] <https://theingots.org/community/sil2u30>  
[140] <https://theingots.org/community/sil3u60>  
[141] <https://theingots.org/community/siel2u29>  
[142] <https://theingots.org/community/sil1u31>  
[143] <https://theingots.org/community/sil2u32>  
[144] <https://theingots.org/community/sil3u61>  
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[147] <https://theingots.org/community/sil2u33>  
[148] <https://theingots.org/community/sil3u62>  
[149] <https://theingots.org/community/siel3u36>  
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[151] <https://theingots.org/community/sil2u34>  
[152] <https://theingots.org/community/sil3u63>  
[153] <https://theingots.org/community/siel3u0reg>  
[154] <https://theingots.org/community/sil1u38>  
[155] <https://theingots.org/community/sil2u35>  
[156] <https://theingots.org/community/sil3u64>  
[157] <https://theingots.org/community/siel3u1>  
[158] <https://theingots.org/community/sil1u39>  
[159] <https://theingots.org/community/sil2u38>  
[160] <https://theingots.org/community/sil3u65>  
[161] <https://theingots.org/community/siel3u2>  
[162] <https://theingots.org/community/sil1u43>  
[163] <https://theingots.org/community/sil2u39>  
[164] <https://theingots.org/community/sil3u66>  
[165] <https://theingots.org/community/siel3u3>  
[166] <https://theingots.org/community/sil1u50>  
[167] <https://theingots.org/community/sil2u43>  
[168] <https://theingots.org/community/sil3u67>  
[169] [https://theingots.org/community/siel3u\\_noprogression\\_1169](https://theingots.org/community/siel3u_noprogression_1169)  
[170] <https://theingots.org/community/sil1u51>  
[171] <https://theingots.org/community/sil2u50>  
[172] <https://theingots.org/community/siel3u5>  
[173] <https://theingots.org/community/sil1u102>  
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[175] <https://theingots.org/community/siel3u6>  
[176] <https://theingots.org/community/sil1u103>  
[177] <https://theingots.org/community/sil2u70>

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[178] <https://theingots.org/community/siel3u7>  
[179] <https://theingots.org/community/sil1u105>  
[180] <https://theingots.org/community/sil2u71>  
[181] <https://theingots.org/community/siel3u4>  
[182] <https://theingots.org/community/sil2u72>  
[183] <https://theingots.org/community/siel3u10>  
[184] <https://theingots.org/community/sil2u73>  
[185] <https://theingots.org/community/siel3u14>  
[186] <https://theingots.org/community/sil2u80>  
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[188] <https://theingots.org/community/sil2u81>  
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[190] <https://theingots.org/community/sil2u82>  
[191] <https://theingots.org/community/siel3u20>  
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[198] <https://theingots.org/community/siel3u28>  
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