
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 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]

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Entry Level	Level 1	Level 2	Level 3
Entry Level 1, Unit 1 - Improving Productivity Using IT (1 credit) [17]	Level 1, Unit 1 - Improving Productivity Using IT (3 credits) [18]	Level 2, Unit 1 - Improving Productivity Using IT (4 credits) [19]	Level 3, Unit 1 - Improving Productivity Using IT (5 credits) [20]
Entry Level 2, Unit 1 - Improving Productivity Using IT (2 credits) [21]	Level 1, Unit 2 - Web site Software (3 credits) [22]	Level 2, Unit 2 - Web site Software (4 credits) [23]	Level 3, Unit 2 - Website Software (5 credits) [24]
Entry Level 2, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [25]	Level 1, Unit 3 - Using Collaborative Technologies (3 credits) [26]	Level 2, Unit 3 - Using Collaborative Technologies (4 credits) [27]	Level 3, Unit 3 - Using Collaborative Technologies (6 credits) [28]
Entry Level 2, Unit 3 - Online Basics (2 credits) [29]	Level 1, Unit 4 - IT Security for Users (1 credit) [30]	Level 2, Unit 4 - IT Security for Users (2 credits) [31]	Level 3, Unit 4 - IT Security for Users (3 credits) [32]
Entry Level 2, Unit 4 - Desktop Publishing Software (2 credits) [33]	Level 1, Unit 5 - Spreadsheet Software (3 credits) [34]	Level 2, Unit 5 - Spreadsheet Software (4 credits) [35]	Level 3, Unit 5 - Spreadsheet Software (6 credits) [36]
Entry Level 2, Unit 5 - Using ICT: Safe Working Practices (1 credit) [37]	Level 1, Unit 6 - Specialist Software (2 credits) [38]	Level 2, Unit 6 - Specialist software (3 credits) [39]	Level 3, Unit 6 - Specialist Software (4 credits) [40]
Entry Level 2, Unit 6 - Using ICT in the Workplace (3 credits) [41]	Level 1, Unit 7 - Word Processing (3 credits) [42]	Level 2, Unit 7 - Word processing (4 credits) [43]	Level 3, Unit 7 - Word Processing Software (6 credits) [44]
Entry Level 2, Unit 7 - Imaging software (2 credits) [45]	Level 1, Unit 8 - Using the Internet (3 credits) [46]	Level 2, Unit 8 - Using the internet (4 credits) [47]	Level 3, Unit 8 - Using the Internet (5 credits) [48]
Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [49]	Level 1, Unit 9 - Drawing and planning (2 credits) [50]	Level 2, Unit 9 - Drawing and planning (3 credits) [51]	Level 3, Unit 9 - Drawing and Planning Software (4 credits) [52]
Entry Level 2, Unit 9 - Using Word Processing Software (2 credits) [53]	Level 1, Unit 10 - Presentation Software (3 credits) [54]	Level 2, Unit 10 - Presentation software (4 credits) [55]	Level 3, Unit 10 - Presentation Software (6 credits) [56]

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[Level 3, Unit 11 - Database Software \(6 credits\)](#) [60]

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[Level 3, Unit 15 - Imaging Software \(5 credits\)](#) [76]

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