

UNIT TITLE: Word Processing Software

LEVEL: One

CREDIT VALUE: 4

NOCN UNIT CODE: CQ1/1/QQ/007

ACCREDITED UNIT NO: H/501/3004

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Recognise how to use Word Processing. (WP1)	1.1 Describe who and what the information is for, where it will be used (e.g. on screen or hard copy) and when it is needed. 1.2 Describe how to produce simple word processing documents that are accurate and well laid out.
2. Use Word Processing. (WP1)	2.1 Use basic file handling techniques for the software. 2.2 Use basic techniques to combine information. 2.3 Use basic editing techniques. 2.4 Format simple word processing documents. 2.5 Create simple tables and add data to them. 2.6 Enter text into existing templates, such as for letters, faxes and web pages. 2.7 Use spell check and grammar check to check the accuracy of simple text.

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ASSESSMENT INFORMATION

Guidance:

This grid gives details of the assessment activities to be used with the unit attached. Please refer to the NOCN Centre Handbook for definitions of each activity and the expectations for assessment practice and evidence for moderation.

The assessment activities for this unit are indicated in the table below:

Key: P = Prescribed – this assessment method *must* be used to assess the unit.

O = Optional – this assessment method *could* be used to assess the unit.

Case study	O	Project	O
Written question & answer/test/exam		Role play/simulation	
Essay		Practical demonstration	O
Report	O	Group discussion	
Oral question and answer		Performance/exhibition	
Written description	O	Production of artefact	O
Reflective log / diary	O	Practice file	O

Signposting Key Skills

This unit offers clear opportunities for learners to provide evidence of achievement in Key Skills achievement in the following skill area/s:

Key Skill		Wider Key Skill	
Communication		Working with others	
Information Technology		Problem solving	
Application of Number		Improving Own Learning and Performance	