

UNIT TITLE: Word Processing Software

LEVEL: Three

CREDIT VALUE: 8

NOCN UNIT CODE: CQ1/3/QQ/003

ACCREDITED UNIT NO: L/501/3031

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand how to use Word Processing. (WP3)	1.1 Describe who and what the information is for, where it will be used (e.g. on screen or hard copy) and how it communicates clearly and accurately with the audience when it is needed. 1.2 Describe how to produce information that communicates effectively, by structuring the content to take account of different contexts and audience needs. 1.3 Describe how to produce professional looking word processing documents for a wide variety of uses that are complex in terms of content and meaning as well as the understanding, skills and techniques needed to produce them and are accurate and well laid out.
2. Use Word processing. (WP3)	2.1 Use file handling techniques for the software. 2.2 Use techniques to combine and link information. 2.3 Use advanced editing techniques. 2.4 Format word processing documents to make them look professional. 2.5 Create and edit tables. 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 text. 2.8 Use proof reading techniques to check that text looks professional. Checking line, paragraph and page breaks fall in appropriate places, check that headings and subheadings are used appropriately and structure, style and formatting techniques are used to aid meaning in complex text.

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LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
	2.9 Improve efficiency (e.g. setting up short cuts. Customising menus and toolbars. Automating common tasks, such as by using macros).

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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		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	