

e-Quals Unit Syllabus

Level 1 Producing simple word processed documents

7266 - 002



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Unit 002 Producing simple word processed documents

Syllabus overview

Rationale

A candidate who successfully completes this unit will be able to use a word processor to create, edit and check common types of documents. The aim of this unit is to provide candidates with a primary level of skills and knowledge to competently perform a variety of word processing tasks using Information and Communication Technologies (ICT). Candidates develop an understanding of the basics of the word processing application and the operating system in everyday usage and the ability to work in a supervised role following clear instructions in a competent manner.

Learning outcomes

There are **five** outcomes to this unit. The candidate will be able to

- Prepare to produce new documents
- Produce new documents
- Edit existing documents
- Check produced documents
- Save and print documents

Guided learning hours

It is recommended that 30 hours should be allocated for this unit. This may be on a full time or part time basis.

Connections with other qualifications

This unit contributes towards the knowledge and understanding required for the following qualifications

IT Users N/SVQ (iTQ) Level 1

Outcome	Unit
2	101 Make selective use of IT 1
2	102 Operate a computer 1
1, 2, 3, 4	108 Word processing software 1
1, 2	109 Spreadsheet software 1
1, 2	111 Website software 1
1, 2	112 Artwork and imaging software 1
1	113 Presentation software 1
1, 2	114 Specialist or bespoke software 1
2	117 Use IT systems 1

Key Skills

This unit contributes towards the Key Skills in the following areas

Using ICT systems	Level 1 – 1.1, 1.2, 1.3
Finding and exchanging information	Level 1 -
Developing and presenting information	Entry 3 – 7.2 Level 1 – 6a.1, 6a.2, 6a.3, 6a.4, 7.1

Assessment and grading

Assessment will be by means of a **set assignment** covering both practical activities and underpinning knowledge.

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Outcome 1

Prepare to produce new documents

Practical activities

The candidate will be able to:

- 1 identify and read draft layouts for different types of document eg business letter, memo, short report, simple flyer
- 2 check the required data is available eg graphic, text, number
- 3 identify / suggest suitable positioning and appearance of the required text and graphics eg logo, letterhead, colour, font and font type/style, size
- 4 carry out the word processing task.

Underpinning knowledge

The candidate will be able to:

- 1 identify the types of documents suitable for word processing
- 2 identify common types of documents eg business letters, fax cover sheets, reports, newsletters, promotional material and layouts suitable for each, including page orientation and margins
- 3 identify the main paper sizes and state their typical uses
- 4 state how different styles and sizes of fonts can affect the appearance of a document eg readability, impact, structure
- 5 state the purpose of text enhancement and when it should be used (bold, underline, italics, emphasis)
- 6 identify common methods used to structure text eg paragraphs, alignment, tabs, indentation, tables, bulleted/numbered lists
- 7 state the importance of white space
- 8 state how the use and positioning of graphics can be used to improve the appearance of a document
- 9 state the meaning of the following word processing terms word wrap, copy, paste, undo, scroll, insert, delete, overtyping, find/replace, template, thesaurus.

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Outcome 2

Produce new documents

Practical activities

The candidate will be able to:

- 1 start the word processing software with a new blank document
- 2 set up the page layout for a planned document eg paper size, orientation, margins
- 3 input the required text with suitable formatting
 - a alignment (left, right, centre, justified)
 - b enhancement eg bold, underline, italic
 - c tabulation eg tabs, simple tables
 - d font size and style eg serif and sans serif
 - e paragraphs and indentation eg first line, hanging whole paragraph
 - f bulleted or numbered lists and format the bullet or number type
 - g font direction eg left to right, top to bottom, angled
 - h borders and shading
 - i columns
- 4 copy and paste text from an existing document into a new document
- 5 insert/size simple graphics in a suitable position
- 6 insert page breaks as required
- 7 insert headers and footers
- 8 insert automatic page numbering in a footer.

Underpinning knowledge

The candidate will be able to:

- 1 state the difference between hard and soft page breaks
- 2 identify when hard page breaks should be used
- 3 state the importance of page numbering and page totals eg page X of Y.

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Outcome 3

Edit existing documents

Practical activities

The candidate will be able to:

- 1 open existing documents for editing from
 - a hard disk
 - b removable/portable media
 - c local or remote location
- 2 check the existing page layout and change as required eg paper size, orientation, margins
- 3 edit existing documents by
 - a selecting (highlighting) characters, text blocks or graphics using the 'ctrl' key where appropriate and
 - i. inserting and deleting
 - ii. copying and pasting
 - iii. cutting and pasting
 - iv. finding and replacing
 - v. resize and position image
- 5 check the existing text formats and change as required eg alignment, enhancement, tabulation, font size and type, paragraphs and indentation, bulleted or numbered lists
- 6 modify page breaks as required
- 7 check page numbering and page totals, and modify as required.

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Outcome 4

Check produced documents

Practical activities

The candidate will be able to:

- 1 use a spell checker on part and whole documents, and change text as required
- 2 proofread documents to check
 - a accuracy eg original data has been input accurately
 - b correctness eg spelling, names, valid dates
 - c meaning eg the sense of the original data has not been changed by editing; the correct forms of words have been used (their/there etc) and change as required
- 3 use search and replace to make corrections to whole documents
- 4 use print preview to check the layout of the finished document and change as required.

Underpinning knowledge

The candidate will be able to:

- 1 identify the limitations of automated spell checkers
- 2 state the importance of checking documents for accuracy, correctness and meaning
- 3 state the importance of checking the layout of the finished document in a WYSIWYG display such as print preview.

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Outcome 5

Save and print documents

Practical Activities

The candidate will be able to:

- 1 use save processes to prevent loss of work, frequent, automatic eg save, save as, automatic
- 2 use systematic filenames and extensions to save edited documents
- 3 produce hardcopy of a document, and of selected areas of a document on single sheets of paper according to a given design with footer in landscape or portrait orientation

Underpinning knowledge

The candidate will be able to:

- 1 state the difference between 'save' and 'save as...', and when each should be used.
- 2 state the importance of saving by version.

Unit record sheet

Use this form to track your progress through this unit.

Tick the boxes when you have covered each outcome. When they are all ticked, you are ready to be assessed.

Outcome	✓	Date
1 Prepare to produce new documents	<input type="checkbox"/>	
2 Produce new documents	<input type="checkbox"/>	
3 Edit existing documents	<input type="checkbox"/>	
4 Check produced documents	<input type="checkbox"/>	
5 Save and print documents	<input type="checkbox"/>	

Candidate Signature **Date**

**City & Guilds
Registration Number**

**Quality nominee
(if sampled)** **Date**

Assessor Signature **Date**

**External Verifier
Signature (if sampled)** **Date**

Centre Name **Centre Number**

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