

# ITQ – NVQ for IT Users (4322)

## Candidate/centre handbooks

Erratum

Word Processing Software (unit 208)

Candidate handbook – Page 46

Centre handbook – Page 64

### Skills and techniques

This should read as follows:

#### 3 Editing text

Editing text in simple, professional looking and complex documents

- a using a wide range of editing techniques appropriately, **such as** for
  - i size and sort
  - ii inserting special characters and symbols
  - iii mail merge

**Please note the inclusion of the words: SUCH AS**