e-Quals Unit Syllabus

Level 1 Producing simple word processed documents

7266 - 002

www.cityandguilds.com/e-quals07
March 2007
Version 1.0

About City & Guilds

City & Guilds is the UK's leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

City & Guilds Group

The City & Guilds Group includes City & Guilds, ILM (the Institute of Leadership & Management) which provides management qualifications, learning materials and membership services, NPTC which offers land-based qualifications and membership services, and HAB (the Hospitality Awarding Body). City & Guilds also manages the Engineering Council Examinations on behalf of the Engineering Council.

Equal opportunities

City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement *Access to assessment and qualifications* is available on the City & Guilds website.

Copyright

The content of this document is, unless otherwise indicated, © City & Guilds Limited and may not be copied, reproduced or distributed without prior written consent.

However, approved City & Guilds centres and learners studying for City & Guilds qualifications may photocopy this document free of charge and/or include a locked PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching learners working towards a City & Guilds qualification, or for internal administration purposes
- learners may copy the material only for their own use when working towards a City & Guilds qualification
- the *Standard Copying Conditions* on the City & Guilds website.

Please note: National Occupational Standards are not © City & Guilds Limited. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Publications

City & Guilds publications are available on the City & Guilds website or from our Publications Sales department at the address below or by telephoning +44 (0)20 7294 2850 or faxing +44 (0)20 7294 3387.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)20 7294 2800
F +44 (0)20 7294 2400
www.cityandguilds.com
enquiry@cityandguilds.com

Contents

Unit 002 Producing simple word processed documentsSyllabus overview

Syllabus overview		2
Outcome 1	Prepare to produce new documents	4
Outcome 2	Produce new documents	5
Outcome 3	Edit existing documents	6
Outcome 4	Check produced documents	7
Outcome 5	Save and print documents	8
Unit record sheet		9

Unit 002 ProducSyllabus overviewing 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.

Unit 002 **Produc**Syllabus overview**ing simple word processed documents**

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, overtype, find/replace, template, thesaurus.

Unit 002 **Produc**Syllabus overview**ing simple word processed documents**

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.

Unit 002 **Produc**Syllabus overview**ing simple word processed documents**

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.

Unit 002 **Produc**Syllabus overview**ing simple word processed documents**

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.

Unit 002 **Produc**Syllabus overview**ing simple word processed documents**

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**	☐	
2 **Produce new documents**	☐	
3 **Edit existing documents**	☐	
4 **Check produced documents**	☐	
5 **Save and print documents**	☐	

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** .....

Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com
www.cityandguilds.com/e-quals07

City & Guilds is a company registered in England and Wales (company number 16513878)