e-Quals Unit Syllabus

Level 1 Creating presentations using word processing, spreadsheet and presentation software

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Unit 014 Creating presentations using word processing, spreadsheet and presentation software

Syllabus Overview

Rationale

The aim of this unit is to provide candidates with a primary level of skills and knowledge to competently *perform a variety of office related tasks* using Information and Communication Technologies (ICT). Candidates develop an understanding of the basics of word processor, spreadsheet and presentation applications 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:

- Use word-processing, spreadsheet and presentation applications in the operating environment
- Produce new word-processing, spreadsheets and presentation documents, positioning and manipulating text, numbers and graphics
- Edit existing documents of all three types
- Check produced documents of all three types
- Save and print documents of all three types

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	This unit contributes to the knowledge and understanding of the following elements of N/SVQ(s)	
1, 2, 3	101	Make selective use of IT1
1, 2, 3	102	Operate a computer 1
1, 2	108	Word processing software 1
1, 2, 3	109	Spreadsheet software 1
1, 2, 3	113	Presentation software 1
1, 2, 3, 4, 5	117	Use IT systems 1

Key Skills

This unit contributes towards the Key Skills in the following areas:

	N1
Application of number	
Communication	C1, C2
IT	IT1, IT2
Working with others	WO1, WO2
Problem solving	PS1, PS2
Improving your learning	LP1, LP2

Assessment and grading

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

Unit 014 Creating presentations using word processing, spreadsheet and presentation software

Outcome 1 Use word-processing, spreadsheet and presentation applications in the operating environment

Practical skills

The candidate will be able to:

1 open word-processing, spreadsheet and presentation applications

2 use word-processing, spreadsheet and presentation applications in the operating environment

3 open previously prepared documents

4 navigate around documents using the keyboard and/or a pointing device

5 select text, numbers and objects in the software using the keyboard and/or a pointing device

6 save documents in the specified format.

Underpinning knowledge

The candidate will be able to:

1 identify common types of documents eg templates, business letters, fax cover sheets, reports, newsletters, promotional material, and layouts most suitable for each, including page orientation and margins

2 identify the main paper sizes and state their typical uses

3 state how different styles and sizes of fonts can affect the appearance of a document, eg readability, impact, structure and the importance of white space

4 state the purpose of text enhancement and when it should be used, eg bold, underline, italics and colour

5 identify common methods used to structure text, eg paragraphs, columns, alignment, tabs, indentation, tables, bulleted/numbered lists

6 state how the use and positioning of graphics can be used to improve the appearance of a document

7 identify text/label and numeric data

8 identify the difference between the contents of a cell and its appearance, eg formulas/outcomes, justification of numeric/text

9 identify the need for clear titles, eg data rows, columns

10 describe how formulas/functions are constructed.

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Outcome 2 Produce new word processing, spreadsheets and presentation documents, positioning and manipulating text, numbers and graphics

Practical skills

The candidate will be able to:

1 start the word processing, spreadsheet and presentation applications 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 eg

- a different alignments (left, right, centre, justified)
- b enhancement (bold, underline, italic)
- c tabulation (tabs, simple tables)
- d font size and style
- e paragraphs, columns and indentation
- f bulleted or numbered lists

4 copy and paste text from an existing document into a new document

5 insert simple graphics in a suitable position checking size position and orientation

6 insert page breaks as required

7 insert headers or footers with automatic page numbering.

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 why page numbering and page totals eg page X of Y, are used

4 state where charts and graphs could be used to illustrate given information eg pie chart,, line graph,, bar chart.

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Outcome 3 Edit existing documents of all three types

Practical skills

The candidate will be able to:

1 open existing documents for editing from:
   - a hard disk
   - b remote location (network)
   - c removable media
   - d optical media

2 check the existing page layout and change as required eg paper size, orientation, margins

3 edit existing documents by eg
   - a selecting (highlighting)
   - b inserting and deleting
   - c copying and pasting
   - d cutting and pasting characters, text blocks or graphics
   - e moving text using drag and drop with or without ctrl key

4 check the existing text formats and change as required eg alignment, enhancement, tabulation, font size, type and colour, paragraphs and indentation, bulleted or numbered lists, line spacing)

5 modify page breaks as required

6 check page numbering and page totals, and modify as required.

Unit 014 Creating presentations using word processing, spreadsheet and presentation software

Outcome 4 Edit existing documents of all three types

- **Practical skills** Check produced documents of all three types

The candidate will be able to:

1 use a spell checker on part and whole documents, and change text as required

2 proof read documents to check eg

  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 Practical skills Check produced documents of all three types

- Save and print documents of all three types

Practical skills

The candidate will be able to:

1 save documents with suitable filenames in specified locations on:
   a hard disk
   b remote location
   c removable/portable media
2 make a copy of a document, giving it a different name and location using 'save as…'
3 print checked and previewed documents
4 check the printed output for accuracy and layout
5 close the finished document and application.

Underpinning knowledge

The candidate will be able to:

1 state the difference between 'save' and 'save as…', and when each should be used
2 explain the importance of version control.

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	**Use word-processing, spreadsheet and presentation applications in the operating environment**	☐	
2	**Produce new word-processing, spreadsheets and presentation documents, positioning and manipulating text, numbers and graphics**	☐	
3	**Edit existing documents of all three types**	☐	
4	**Practical skills Check produced documents of all** three types	☐	
5	**Save and print documents of all three types**	☐	

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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