

## U24201: Produce documents using word processing software

### Unit Descriptor:

This unit is suitable for you if your work involves producing simple documents (e.g. producing letters, envelopes, memos, simple reports, faxes, CVs, agendas, posters, travel directions and simple web pages).

#### At the end of this unit you will be able to:

Use word processing software to produce appropriate simple documents.

### ELEMENT

### PERFORMANCE CRITERIA

*To be competent you must achieve the following:*

1. Produce documents using word processing software

#### Handle files

- 1.1 Use basic **file handling techniques** for the software.

#### Combine information

- 1.2 Use **basic techniques** to combine information

#### Edit text

- 1.3 Use **basic editing techniques** appropriately.

#### Format text

- 1.4 Format simple word processing documents using **appropriate tools and techniques** for:

- Characters.
- Paragraphs.
- Lines.
- Pages.

#### Layout

- 1.5 Create simple tables and add data to them.
- 1.6 Enter text into existing **templates**.

**Check text**

- 1.7 Use spell and grammar check for accuracy of text.
- 1.8 Use word count appropriately.

**RANGE STATEMENT**

*You must cover the items below:*

**A. File handling techniques:**

- i. create/save
- ii. save as
- iii. open
- iv. print

**B. Basic techniques to combine information:**

- i. insert (text, graphics and tables)
- ii. size (text, graphics and tables)
- iii. position (text, graphics and tables)

**C. Use basic editing tools and techniques:**

- i. insert
- ii. delete
- iii. cut and paste
- iv. copy and paste
- v. drag and drop
- vi. find and replace.

**D. Use tools and techniques for formatting:**

Characters:

- i. size
- ii. font (typeface)
- iii. colour
- iv. bold
- v. underline
- vi. italic

Paragraphs:

- i. alignment
- ii. bullets
- iii. numbering
- iv. line spacing
- v. borders and shadings
- vi. tabs and indents

**E. Use tools and techniques** for formatting (continued)

## Lines:

- i. spacing
- ii. alignment
- iii. breaks

## Pages:

- i. size
- ii. orientation
- iii. margins
- iv. page numbers
- v. date
- vi. time

**F. Templates:**

- i. letters
- ii. faxes
- iii. web pages
- iv. memos
- v. reports

**UNDERPINNING KNOWLEDGE AND SKILLS**

*You will know:*

**Produce information**

1. Who and what the information is for, where it will be used (e.g on screen or hard copy) and when it is needed.

**Word processing documents**

2. How to produce simple word processing documents that are accurate and well laid out. Simple documents will have structure and style that is often used. Producing them may involve using a template or working from an existing example.

**EVIDENCE GUIDE**

*For assessment purposes:*

**(1) Critical Aspects of Evidence**

You will need to produce **at least two comprehensive tasks**. The evidence may come from activities in your workplace and/or from simulation.

Your performance evidence should show that you are able to:

- A. Use **all** of the following tools and techniques:
1. Basic file handling techniques for the software (e.g. create, open, save (as) and print).
  2. Basic techniques to combine information (e.g. insert, size and position).
  3. Basic editing and formatting techniques appropriately (e.g. insert and delete; cut, copy and paste; drag and drop; and find and replace).
  4. Format simple word processing documents using appropriate tools and techniques for:
    - Characters e.g. size, font (typeface), colour, bold, under-line and italic.
    - Paragraphs e.g. alignment, bullets, numbering, line spacing, borders, shading, tabs and indents.
    - Lines e.g. spacing, alignment and breaks.
    - Pages e.g. size, orientation, margins, page numbers, date and time.
- B. Your performance evidence should show that you are able to:
- i. Create simple tables and add data to them.
  - ii. Enter text into existing templates (e.g. letters, faxes and web pages, memos and reports).
- C. And that you are able to check **all** of the following:
- i. spelling
  - ii. grammar
  - iii. the number of words in a document

Your evidence must show that you have met all the performance criteria, range and underpinning knowledge requirements.

**(2) Methods of Assessment**

Typical task size: Two full pages of text.

Observation by your assessor of you:

- Handling files appropriately.
- Combining information using basic techniques
- Editing text using appropriate techniques.
- Formatting simple word processing documents
- Creating simple tables and adding data to them.
- Entering text into existing templates
- Checking text by using spell checks, grammar checks and word count checks.

Products of work e.g. a letter or information sheet etc produced to specifications, inclusive of electronic copy.

Answers to written or oral questions from your assessor.

**(3) Context of Assessment**

Your evidence may come from activities in your workplace and/or from simulation.