

107 Word processing software 1

Summary

Use word processing software to produce simple documents, for example, letters, envelopes, memos, faxes and agendas. This is based on the e-skills Area of Competence: Word Processing Software, Level 1 unit.

You will apply the following skills:

- Presentation
- Planning
- Organising
- Communicating
- Using technology
- Reading
- Checking

Performance Indicators

You will:

1. Use basic file handling techniques for the software, such as create, open, save (as) and print
2. Use basic techniques to combine information, such as insert, size and position
3. Use basic editing techniques appropriately, such as insert, delete, cut, copy, paste, drag and drop, find and replace
4. Format simple word processing documents using appropriate tools and techniques, for: characters (such as size, font (typeface), colour, bold, underline and italic), paragraphs (such as alignment, bullets, numbering, line spacing, borders, shading, tabs and indents), lines (such as spacing, alignment and breaks) and pages (such as size, orientation, margins, page numbers, date and time)
5. Create simple tables and add data to them
6. Enter text into existing templates, such as for letters, faxes and web pages
7. Use spell check, grammar check and word count to check the accuracy of simple text

Knowledge

You will know:

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
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.