

## 214 Word processing software 2

### Summary

Use word processing software to produce professional looking documents, for example, mail merged documents, reports and content for web pages.

This is taken from the e-skills Area of Competence: Word Processing Software, Level 2 unit

You will apply the following skills:

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

### Performance Indicators

You will:

1. Use appropriate techniques to handle, organise and save files
2. Link information within the same type of software
3. Add information from one type of software to information produced using different software, such as a spreadsheet graph to a word processing document; text to an image file; picture to a presentation slide; or simple information from a database onto a website
4. Use a wide range of editing techniques appropriately, such as size and sort; inserting special characters and symbols and mail merge
5. Format information in line with an organisational house style
6. Format word processing documents to make them look professional, using a wide range of tools and techniques for tabs; columns (such as adding columns to whole document and part of a page); styles (such as apply an existing style to a word, line or paragraph); pages (such as headers and footers or inserting page breaks); and files (such as change format of word processing documents to RTF or HTML)
7. Use appropriate tools and techniques for creating, editing and formatting professional looking tables, such as insert tables; create, add and delete columns; modify column width and row height and add borders and shading
8. Select, change and use appropriate templates
9. Use proof reading techniques to check that text looks professional
10. Checking line, paragraph and page breaks fall in appropriate places, and check that headings, subheadings and other formatting techniques are used appropriately
11. Set up short cuts

### Knowledge

You will know:

1. How to produce information that communicates clearly and accurately with the audience, where and when it is needed
2. How to produce professional looking word processing documents for a wide variety of uses. Professional looking documents are well structured and appropriately styled so that they communicate effectively