

314 Word processing software 3

Summary

Use word processing software to produce complex documents, for example, newsletters, journals, complex reports, form letters, form envelopes and form address labels. This is based on the e-skills Area of Competence: Word Processing Software, Level 3 unit.

You will apply the following skills:

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

Performance Indicators

You will:

1. Convert files to another suitable format, where necessary
2. Export and import, link objects between different software
3. Make references to external data e.g. hyperlinks, object linking, embedding
4. Use advanced techniques for combining or merging versions of information from different users
5. Use advanced editing techniques appropriately, such as: sort and merge a data source with a main document, change security, authoring tools, create, modify and merge different versions and improve efficiency for users
6. Format complex word processing documents effectively using appropriate tools and techniques for sections (formatting text differently in each section) and styles (create, rename, modify styles e.g. characters, tabs, paragraphs)
7. Use appropriate tools and techniques for creating, editing and formatting complex tables such as convert text to tables and tables to text
8. Create suitable templates
9. Change document structure, such as headings, footnotes, bookmarks, watermarks, captions and numbered paragraphs, and also cross references to these, such as indexes and table of content
10. Check structure, style and formatting are used to aid meaning in complex text

Knowledge

You will know:

1. How to produce information that communicates effectively, by structuring the content to take account of different contexts and audience needs
2. How to produce word processing documents that are complex in terms of content and meaning as well as the understanding, skills and techniques needed to produce them