

S246: Word Processing software 2

Overview: Select and use a range of intermediate word processing software tools and techniques to produce documents that are at times non-routine or unfamiliar. Any aspect that is unfamiliar may require support and advice from others. This standard is imported from the **e-skills IT Users suite**.

Links: Communication; Document Production

Specific skills: • • Checking • Communicating • Presenting information • Using technology

Performance Indicators

Enter and combine text and other information accurately within word processing documents

1. Use appropriate techniques to enter text and other information accurately and efficiently
2. Select and use appropriate templates for different purposes
3. Select and use a range of editing tools to amend document content
4. Combine or merge information within a document from a range of sources
5. Store and retrieve document and template files effectively, in line with local guidelines and conventions where available

Create and modify appropriate layouts, structures and styles for word processing documents

6. Create, use and modify columns, tables and forms to organise information
7. Select and apply styles to text

Use word processing software tools and techniques to format and present documents effectively to meet requirements

8. Select and use appropriate techniques to format characters and paragraphs
9. Select and use appropriate page and section layouts to present and print multipage and multi-section documents
10. Check documents meet needs, using IT tools and making corrections as necessary
11. Respond appropriately to any quality problems with documents to ensure that outcomes meet needs and are fit for purpose

Knowledge & Understanding

- A. Identify what types of information are needed in documents
- B. Identify when and how to combine and merge information from other software or other documents
- C. Identify the document requirements for structure and style
- D. Identify what templates and styles are available and when to use them
- E. Identify how the document should be formatted to aid meaning
- F. Describe any quality problems with documents