

S124: Word Processing software 1

Overview: Use a range of basic word processing software tools and techniques to produce appropriate, straightforward or routine documents. Any aspect that is unfamiliar will 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	Knowledge & Understanding
<p>Enter, edit and combine text and other information accurately within word processing documents</p> <ol style="list-style-type: none"> 1. Use keyboard or other input method to enter or insert text and other information 2. Combine information of different types or from different sources into a document 3. Enter information into existing tables, forms and templates 4. Use editing tools to amend document content 5. Store and retrieve document files effectively, in line with local guidelines and conventions where available <p>Structure information within word processing documents</p> <ol style="list-style-type: none"> 6. Create and modify tables to organise tabular or numeric information 7. Select and apply heading styles to text <p>Use word processing software tools to format and present documents</p> <ol style="list-style-type: none"> 8. Select and use appropriate techniques to format characters and paragraphs 9. Select and use appropriate page layout to present and print documents 10. Check documents meet needs, using IT tools and making corrections as necessary 	<ol style="list-style-type: none"> A. Identify what types of information are needed in documents B. Identify what templates are available and when to use them C. Identify what formatting to use to enhance presentation of the document