

## S349: Word Processing software 3

**Overview:** Select and use a range of advanced word processing software tools and techniques to produce complex and non-routine documents. 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 types of information accurately and efficiently
2. Create, use and modify appropriate templates for different types of documents
3. Combine and merge information within a document from a range of sources
4. Store and retrieve document and associated files effectively, in line with local guidelines and conventions where available
5. Select and use tools and techniques to work with multiple documents or users
6. Customise interface to meet needs

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

7. Create, use and modify columns, tables and forms to organise information
8. Define and modify styles for document elements
9. Select and use tools and techniques to organise and structure long documents

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

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

### Knowledge & Understanding

- A. Summarise what types of information are needed for the document and how they should be linked or integrated
- B. Explain how to combine and merge information from other software or multiple documents
- C. Analyse and explain the requirements for structure and style
- D. Explain how the information should be formatted to aid meaning
- E. Evaluate the quality of the documents produced to ensure they are fit for purpose