

UNIT TITLE: Introduction to Using Word Processing Software

LEVEL: Entry 3
CREDIT VALUE: 1
GLH: 10
NOCN UNIT CODE: CQ1/E3/QQ/003
ACCREDITED UNIT NO: J/500/5025

This unit has 1 learning outcome.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Use word processing software. (1.1; 1.2; 1.3; 2.1; 6a.1; 6a.2; 6a.3; 7.1)	1.1. Load and exit from a word processing software package. 1.2. Create, open for editing and save documents. 1.3. Enter text. 1.4. Edit text by inserting, deleting, cutting, copying and pasting. 1.5. Format text by changing font, style and size. 1.6. Use a spell checker. 1.7. Print a document.

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ASSESSMENT INFORMATION

Guidance:

This grid gives details of the assessment activities to be used with the unit attached. Please refer to the NOCN Centre Handbook for definitions of each activity and the expectations for assessment practice and evidence for moderation.

The assessment activities for this unit are indicated in the table below:

Key: **P = Prescribed** – this assessment method *must* be used to assess the unit.
O = Optional – this assessment method *could* be used to assess the unit.

Case study		Project	
Written question & answer/test/exam	O	Role play/simulation	
Essay		Practical demonstration	P
Report		Group discussion	
Oral question and answer	O	Performance/exhibition	
Written description	O	Production of artefact	
Reflective log / diary		Practice file	O

Signposting Key Skills

This unit offers clear opportunities for learners to provide evidence of achievement in Key Skills achievement in the following skill area/s:

Key Skill		Wider Key Skill	
Communication		Working with others	
Information Technology		Problem solving	
Application of Number		Improving Own Learning and Performance	