

Unit 314 Word processing software Level 3

Unit 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.

Skills

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

Evidence Requirements

This section is aimed at the assessor and sets out the evidence requirements for this unit.

1. Evidence for this unit is generated when your candidate is carrying out real work in a private sector organisation, not-for-profit organisation or public service organisation whether full-time or part-time, paid or voluntary.
2. For this unit, evidence may be collected in an approved Realistic Working Environment or an extended work placement.
3. Simulation is allowed for this unit. Simulation refers to the simulation of work tasks and activities, not to the use of IT. The techniques involved in using IT must always be assessed at least in part through evidence gained from practical tasks or activities. All assessment must be based on the use of real IT software and hardware to carry out tasks and activities that may be simulated. Where tasks and activities are simulated they must be undertaken in an approved Realistic Working Environment.
4. Evidence must show that your candidate has consistently met the standard over a sufficient period of time for you to consider the candidate competent.
5. You may use the following assessment methods when assessing this unit:

| | | |
|------------------------|------------------------------|----------|
| Performance evidence | Observation | Yes |
| | Examination of work products | Yes |
| Supplementary evidence | Witness testimony | Optional |
| | Questions * | Yes |

* This includes verbal and written questioning, questionnaires, work based tasks, reflective accounts, case studies, professional discussion and feedback reports.

6. Your candidate needs to demonstrate the following skills and techniques by carrying out **at least three** substantial and complex tasks to demonstrate their competence in:

File handling techniques appropriate for the software use. Evidence will include:

- Converting files to another suitable format, where necessary

Ways of combining information of various types. Evidence will include:

- Exporting and importing, linking objects between different software
- Making references to external data, such as hyperlinks, object linking and embedding
- Using advanced techniques for combining or merging versions of information from different users

Editing text in simple, professional looking and complex documents. Evidence will include:

- Using advanced editing techniques appropriately for
 - Sorting and merging a data source with main document
 - Changing security
 - Authoring tools
 - Creating, modifying and merging different versions
 - Improving efficiency for users (e.g. hyperlinks)

Formatting text using appropriate techniques for characters, lines, paragraphs, pages, sections, columns and styles. Evidence will include:

- Formatting complex word processing documents effectively using appropriate tools and techniques, for
 - Sections e.g. formatting text differently in each section
 - Styles e.g. create, rename and modify styles (e.g. characters, tabs and paragraphs)

Laying out documents to communicate effectively, such as using tables, templates and structure. Evidence will include:

- Using appropriate tools and techniques for creating, editing and formatting complex tables and tables to text
- Creating suitable templates
- Changing document structure, such as headings, footnotes, bookmarks, watermarks, captions and numbered paragraphs; and also cross-references to these, such as indexes and tables of content

Checking text to make sure that it is accurate, consistent and well laid out. Evidence will include:

- Checking that structure, style and formatting are used to aid meaning in complex text

Ways of improving efficiency. Evidence will include:

- Customising menus and toolbars
- Automating common tasks, such as by using macros

7. Evidence generated for this unit may contribute towards Unit 301:

- Communicate information
- Plan and be accountable for your work
- Improve your own performance
- Behave in a way that supports effective working

and Unit 302

- Work to achieve your organisation's purpose and values
- Support sustainability
- Maintain security and confidentiality