

**Unit Title:** Creating And Editing Electronic Documents  
**Unit Level:** Entry 3  
**Unit Credit Value:** 3  
**GLH:** 30  
**LASER Unit Code:** WJC661  
**Ofqual Unit Code:** R/506/0335

This unit has 8 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to follow recommended safe practices when using ICT.	1.1	Use equipment safely.
2.	Be able to use correct procedures to start and use ICT systems.	2.1	Switch on computer and monitor safely.
		2.2	Use input devices.
		2.3	Adjust settings to individual needs.
3.	Be able to create a new document, enter data and check for accuracy.	3.1	Create a new document.
		3.2	Enter text and numbers into a document accurately.
		3.3	Check meaning, accuracy and suitability of content.
4.	Be able to insert and position an image into a document.	4.1	Select a suitable image to insert into a document for a given purpose.
		4.2	Insert an image into a document.
		4.3	Bring together and position images and text appropriately.
5.	Be able to save, print and close a document.	5.1	Save a document.
		5.2	Print a document.
		5.3	Close a document.
6.	Be able to retrieve and edit a document to achieve required outcome.	6.1	Open an existing document and retrieve information.
		6.2	Edit data to achieve required outcome.
		6.3	Delete data which is not required.
		6.4	Present information that is fit for purpose.
7.	Be able to align and format text.	7.1	Align and justify text.
		7.2	Change font size.
		7.3	Change font styles.
		7.4	Emphasise text.
8.	Be able to shut down computer system.	8.1	Close documents.
		8.2	Close software.
		8.3	Switch off the computer and monitor safely.

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<b>Assessment Guidance:</b>
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NA
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<b>Additional Information:</b>
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