

**UNIT TITLE:** Word Processing for Access

**LEVEL:** Two  
**CREDIT VALUE:** 3  
**NOCN UNIT CODE:** CN1/2/NO/006  
**ACCREDITED UNIT NO:**

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Know how to use Word processing. (WP2) <sup>1</sup>	1.1 Describe how to produce professional word processing documents for a variety of uses that are accurate and well laid out. 1.2 For at least 3 separate documents, describe who and what the information is for and how it will be presented. 1.3 For at least 3 documents, explain how it communicates clearly and accurately with the audience.
2. Use Word processing. (WP2)	2.1 Use file handling techniques for the software. 2.2 Use techniques to combine and link information. 2.3 Use at least 3 editing techniques. 2.4 Format word processing documents to ensure they are well presented 2.5 Create and edit tables. 2.6 Use spell check and grammar check to check the accuracy of text. 2.7 Improve efficiency (e.g. setting up short cuts).

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<sup>1</sup> E-skills ITQ

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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	O	Project	O
Written question & answer/test/exam		Role play/simulation	
Essay		Practical demonstration	O
Report	O	Group discussion	
Oral question and answer		Performance/exhibition	
Written description	O	Production of artefact	O
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	

