

Overview

This standard is about using software applications and cloudware to create basic text-based digital documents.

Creating documents involves entering, structuring, formatting and checking information within digital document software. It also involves configuring word processing software to set up page structures. It also includes outputting, printing and sharing word processor document files.

This standard is for those who need to create, edit and produce text-based documents to meet their own needs or as part of their duties.

Performance criteria

You must be able to:

1.
Access and configure digital document production software to produce documents with the required page setup, format, style and language
2.
Create new digital documents with in line with organisational requirements
3.
Use keyboard input to enter text accurately into digital documents
4.
Format characters and paragraphs using formatting functions to produce required layout
5. Use editing tools to modify and improve document content
6. Add page numbers to documents
7.
Create and modify tables to organise text or numeric information in rows and columns
8.
Check the spelling and grammar of document text
9. Store and retrieve document files in line with requirements
10. Select and use appropriate page layout to view and print documents

Knowledge and understanding

You need to know and understand:

1.
The information required to be created in digital documents
2.
What formatting to use to enhance the presentation of digital documents
3. How to control page size, margin layout and orientation using digital document software functions
4. How to change settings to control digital document structure and appearance
5. How to enter text into digital documents
6. How to edit text in documents using standard editing features
7. How to use a range of basic software functions to produce routine digital documents
8. The editing tools appropriate to the type of information, for example: select, copy, cut, paste, undo, redo, drag and drop, find, replace, insert, delete, size, crop, position
9. How to store and retrieve document files
10. How to add, insert and delete tables, rows and columns
11. How to add and organise page numbers into documents
12. How to store and retrieve document files
13.
How to check the spelling and grammar in documents
14.
How to change language settings in digital document software

TECHDUWP1

Create and edit digital documents



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