

## Overview

This standard is about using digital document software to produce enhanced text-based documents.

Producing enhanced documents involves entering, structuring, formatting and checking information within digital document software, the use of standard templates for different types of documents, and implementing title pages, contents pages and bookmarks in documents. It also involves using page and section breaks to alter the flow of styles across pages, and using images and inserting references and footnotes.

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

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## Performance criteria

*You must be able to:*

1. Configure digital document software to produce required documents in correct language
2. Select and use document templates for different purposes in line with organisational requirements
3. Use keyboard and voice input to enter text accurately into digital documents
4. Combine or merge information from a range of sources correctly into a document
5. Add images and other media accurately into documents from file
6. Select and use a range of editing tools to amend document content in line with organisational requirements
7. Select and apply heading styles to organise text
8. Add title and contents pages to complete documents
9. Add header and footer information to documents to provide required organisational information
10. Create and modify columns, tables and forms to organise information
11. Insert hyperlinks to link to the necessary locations in the current document, other file-based documents and online source web page addresses
12. Check word and character counts in documents to meet document specifications
13. Set autosave parameters to manage timely updates to document files
14. Store and retrieve document and template files in line with organisational procedures

## Knowledge and understanding

*You need to know and understand:*

1. The types of information required in documents
2. How to configure language and dictionary settings
3. The document requirements for structure, layout and style
4. When and how to combine and merge information from other software or other documents
5. How to modify layout and structures for digital documents
6. How to adjust character and paragraph spacing
7. The different document templates available and when to use them
8. How to use document editing tools to edit information
9. How to create and modify layout and structures for digital documents
10. How to add, delete and modify columns in documents
11. How to check documents for spelling, grammar, typeface, page layout, and margins
12. How to perform word and character counts in documents
13. How to combine information from various sources
14. How to add and update columns
15. How to embed hyperlinks into documents
16. How to apply heading styles and apply or change existing styles to text in a document
17. How to store and retrieve document files
18. How to manage images in documents

TECHDUWP2

Produce enhanced digital documents



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