

Unit Title: Use digital technologies to produce documents from templates

OCR unit number: 3
 Level: Entry Level 3
 Guided learning hours: 10
 Unit reference number: T/507/2753

Unit aim and purpose

It is important that you can work with documents. You will be able to complete this unit using software on different digital devices such as PCs, laptops, tablets etc. This unit will help you prepare for employment in a role that requires working with a variety of text documents such as company letters, information sheets, notices, posters etc. You will learn how to follow instructions to prepare documents. You will learn how to save files and produce documents ready for printing.

Learning Outcomes The Learner will:	Assessment Criteria The Learner can:	Teaching Content
1. Be able to use documents to complete structured tasks	1.1 file documents 1.2 use a document template 1.3 prepare documents for printing	<ul style="list-style-type: none"> • File documents: <ul style="list-style-type: none"> - create, open, close, save, save as • Use a document template: e.g. letter, poster, notice, information sheet • Prepare documents for printing: <ul style="list-style-type: none"> - page orientation e.g. portrait, landscape - display headers and footers - paper sizes e.g. A4, A5 - print preview - load paper in printer - print, screen shot
2. Be able to enter given text and images into documents	2.1 enter given text 2.2 insert a given image	<ul style="list-style-type: none"> • Enter given text: <ul style="list-style-type: none"> - text, numbers, special characters (eg @, /, -) • Insert a given image: <ul style="list-style-type: none"> - from specified source e.g. picture, photograph, logo, clipart, shape
3. Be able to follow instructions to edit text	3.1 amend given text	<ul style="list-style-type: none"> • Amend given text: <ul style="list-style-type: none"> - delete, move - text selection e.g. character, word, sentence, paragraph, document

Learning Outcomes The Learner will:	Assessment Criteria The Learner can:	Teaching Content
	3.2 use software features to check for accuracy	<ul style="list-style-type: none"> • Use software features to check for accuracy: <ul style="list-style-type: none"> - spellcheck/proof reading - correcting errors
4. Be able to follow instructions to format information	4.1 format given text 4.2 position an image 4.3 maintain document layout	<ul style="list-style-type: none"> • Format given text: <ul style="list-style-type: none"> - set and amend font, size - emphasis e.g. bold, underline - alignment e.g. left, right, justify, centre • Position an image: <ul style="list-style-type: none"> - move - wrap text e.g. square, tight, top and bottom • Maintain document layout <ul style="list-style-type: none"> - position given information as indicated - ensure consistent spacing between paragraphs and document sections

Delivery guidance

You could deliver the teaching for Entry Level 3 and Level 1 units at the same time. To help you we have underlined text in the Level 1 unit to identify the increased breadth and depth of teaching.

Be able to use documents to complete structured tasks

Learners should be taught the importance of managing files safely and securely in the workplace whilst understanding that following codes of conduct and instructions set by an employer are essential. Learners should be encouraged to look at different types of devices and technology available and how these affect the way documents are set up and managed. They should be able to open and use a variety of routine document templates found in the workplace such as company letter templates, notices, information sheets, posters etc. Learners will understand different paper sizes e.g. A4 and A5. The implications of printing incorrectly should be considered e.g. financial and environmental waste. They should be taught how to prepare and send documents to available printers and take screen shots to demonstrate how they would print. When devices such as tablets are used candidates should ensure that documents are of standard format when uploaded.

Be able to enter given text and images into documents

Learners should be shown how to use input devices to accurately enter text; numbers and special characters e.g. in email addresses, so that documents are appropriate for the workplace. Ways of inputting information would be dependent on the type of device and could include using a mouse, touch screen, stylus, keyboard etc. They should learn how to use template documents with given information. They should be aware of different document layouts e.g. letters, posters, information sheets, notices etc. taking into account workplace conventions.

Learners should be able to insert a given image appropriately following instructions and understand that the effective use of images and logos can enhance presentation in documents such as letters, notices, information sheets and posters.

Be able to follow instructions to edit text

Learners should be taught how to amend text efficiently and accurately using the software features available to them such as move and delete and the various shortcuts available in software e.g. cut and paste, drag and drop, shortcut keys.

The consequences of incorrect information sent internally or externally should be discussed e.g. customers given incorrect information and the impact this has on them and the employer. The purpose and limitations of in built spell checks should be explored with examples of words that would not be picked up by software tools such as 'red' and 'read'; 'there' and 'their'; 'not' for 'now'. Learners should be taught the importance of checking their work carefully to ensure that accurate documents are produced, whether on screen or printed, by proofreading and using features in the software e.g. red and green wavy lines under words to indicate spelling or grammatical errors. They should be able to identify and correct any errors made when entering information or when instructions have not been followed e.g. copying blocks of text rather than moving etc.

Be able to follow instructions to format information

Learners should be taught various ways of formatting information to enhance and communicate information. The learners will look at sections of routine documents e.g. main titles, headings and body of text and what techniques could be used to emphasise these e.g. font style, size, bold, underline etc. Alternate ways of emphasising and formatting documents for best effect could be considered as well as the drawbacks of inappropriate use of formatting or too much emphasis in documents. Learners should be taught that the positioning and balancing of images is vital to the clarity of the document e.g. not overlapping text, placed in the required location, correct size etc. Learners should know the purpose of documents such as letters, notices, posters and information sheets. Formal business letter layout should be discussed so that learners recognise the structure and positioning of the date, addressee, salutation, main body of the letter and complementary close. Learners should appreciate that notices and posters need to be eye catching to convey information to the reader and font styles and formatting would be used to accomplish this. They should be able to position information as instructed whilst maintaining the layout of the document so that they are fit for purpose in the workplace.