**Level 3 QQI Component: Word Processing 3N0588**

This programme module aims to provide the Learner with the tools necessary to use some of the facilities and functions available in a word processing application to generate documents of interest to the Learner

Learners who successfully complete this course will be able to

1. Outline the significance of using word processing applications in terms of their common uses and features
2. Explain key terminology associated with word processing including page layouts, page setup, page breaks, text formats, object insertion, print preview, and toolbars
3. Explain the toolbar icons and related functions associated with file handling and text formatting
4. Use a word processing application to modify an existing document using a variety of file save options
5. Create a range of documents for personal or work requirements
6. Use a range of keyboard capabilities including text entry, numeric data entry, keyboard shortcuts, symbol insertion, cursor control, caps lock, and num lock
7. Apply text formatting to include bullets, numbering, change case, apply bold, underline, italics, font, font size, font colour, and text and image alignment
8. Use text editing features including copy, cut, paste, delete, and insert
9. Use simple proofreading tools where available to perform grammar and spell checking
10. Print a document to include print preview, spell and grammar check
11. Use a word processing application to create a file by performing all required steps including accessing the application, setting up the page, entering data using the keyboard and mouse, formatting, printing and storing the file appropriately for subsequent retrieval.

**Enrolment criteria for Skills for Work:** Individuals must be employed either full time, part time or self-employed (including farmers)

**Assessment:**Collection of Work 60%

Skills Demonstration 40%