

**COMHAIRLE NÁISIÚNTA NA
gCÁILÍOCHTAÍ GAIRMOIDEACHAIS**

**NATIONAL COUNCIL FOR
VOCATIONAL AWARDS**



Draft Module Descriptor

Word Processing – Advanced

Level 2 B20101

September 1995

1	Title	Word Processing - Advanced
2	Code	B20101
3	Level	2
4	Value	1
5	Purpose	<p>This module has been designed to develop advanced word processing skills. It provides learners with the skills which will enable them to produce an extensive range of documents to mailable standard, using their own initiative and without supervision. It is designed to provide extensive practical experience in the use of word processing software and an understanding of the computer and its environment.</p> <p>This module may be taken in place of Word Processing (B20032) to fulfil the mandatory vocational module requirements for the National Vocational Certificate Business Studies - Secretarial Level 2 and Business Studies – Bilingual Secretarial Level 2.</p> <p>This module may be taken as an elective vocational module on a range of Level 2 awards.</p>
6	Preferred Entry Level	National Vocational Certificate Level 2 or equivalent.
7	Special Requirements	<p>It cannot be combined with the following module for the purposes of certification leading to an award:</p> <p style="text-align: center;">Word Processing (B20032)</p> <p>Centres wishing to provide this module should ensure they have access to suitable software.</p>
8	General Aims	<p><i>This module aims to enable the learner to:</i></p> <p>8.1 gain an introduction to computer hardware and software</p> <p>8.2 acquire the required underpinning word processing theory to enable the full utilisation and understanding of word processing packages</p>

- 8.3 key in, edit, format, enhance and print out text
- 8.4 develop a critical approach to proof-reading in all documents
- 8.5 design and produce attractively displayed documents to mailable standard
- 8.6 develop good organisational skills, good work habits and an appreciation of the importance of efficient use of the machine and materials
- 8.7 demonstrate personal initiative and resourcefulness in responding to word processing assignments.

9 Units

- Unit 1 **The computer, its environment and word processing theory**
- Unit 2 **Introduction to word processing**
- Unit 3 **Document production skills**
- Unit 4 **Advanced word processing techniques and principles**

10 Specific Learning Outcomes

- Unit 1 **The computer, its environment and word processing theory**

The learner should be able to:

- 10.1.1 identify the component parts of a computer
- 10.1.2 distinguish between different types of computer
- 10.1.3 distinguish between RAM and ROM
- 10.1.4 understand the purpose of backing store
- 10.1.5 understand the function of common input and output devices
- 10.1.6 understand storage capacity
- 10.1.7 differentiate between binary and decimal systems
- 10.1.8 outline how data is represented in a computer (e.g. ASCII)
- 10.1.9 explain the relationship between bit, byte, record and file

10.1.10	recognise file name extensions e.g. .doc, .wps
10.1.11	distinguish between hardware and software
10.1.12	distinguish between systems software and application software and the various elements of software of which they are composed (e.g. operating systems, language translators, DBMS, application programs and packages)
10.1.13	demonstrate the ability to carry out housekeeping functions (e.g. disk formatting, file copying, deleting, renaming, moving, locating files in sub directories/folders)
10.1.14	copy and/or rename a file
10.1.15	recover a backup file
10.1.16	understand the ability of computers to communicate with one another
10.1.17	describe the features of some common computer networks (e.g. WAN, LAN, E-Mail, INTERNET)
10.1.18	recognise and avoid potential dangers to health and safety
10.1.19	describe the main points of the current Data Protection Act.
10.1.20	<p>explain the terms:</p> <ul style="list-style-type: none"> • WYSIWYG • word wraparound • status line • serif and sans serif • ruler line • font • scroll • cursor • superscript • subscript • proportional • non-proportional • VDU • pixel • refresh rate
10.1.21	distinguish between a hard and soft page break
10.1.22	distinguish between a hard and soft hyphen

- 10.1.23** distinguish between widow and orphan lines
- 10.1.24** describe the relative advantages and disadvantages of daisywheel, dot matrix, ink jet and laser printers
- 10.1.25** differentiate between impact and non impact printers
- 10.1.26** distinguish between pitch and point size

Unit 2 Introduction to word processing

The learner should be able to:

- 10.2.1** identify applications where word processing is advantageous
- 10.2.2** access a word processing system/package
- 10.2.3** key in text
- 10.2.4** edit text by inserting/deleting characters, words, sentences and paragraphs
- 10.2.5** load an existing file
- 10.2.6** recognise and respond to common proof-reading signs
- 10.2.7** format text:
 - join and split paragraphs
 - set and vary line spacing within the document
 - indent the first line of a paragraph
 - justify and unjustify text
 - centre text
- 10.2.8** enhance text:
 - bold
 - underline
 - italicise
- 10.2.9** move, copy and delete blocks of text
- 10.2.10** search and replace words or phrases
- 10.2.11** save files within the system
- 10.2.12** print documents
- 10.2.16** exit from the word processing system through use of proper procedures.

Unit 3

Document production skills

The learner should be able to:

- 10.3.1** set up and prepare for signature a business letter in correct format (one or more pages) from manuscript with or without tear-off portions
- 10.3.2** address envelope/labels and fold stationery appropriately for a range of envelope sizes and types
- 10.3.3** assemble/collate work as instructed
- 10.3.4** display documents attractively (e.g. programmes, financial statements, memoranda, legal documents, advertisements, menus, agendas, flow charts)
- 10.3.5** rule diagrams to scale
- 10.3.6** allow space for insertions
- 10.3.7** spell words accurately from abbreviations
- 10.3.8** generate and insert appropriate date, reference number and enclosures on documents
- 10.3.9** insert special headings as per implicit or explicit instructions (e.g. Confidential)
- 10.3.10** layout documents for folded format
- 10.3.11** make calculations within documents
- 10.3.12** enumerate sections of text within documents (alphabetically, numerically, decimally) where necessary

Unit 4

Advanced word processing techniques and principles

The learner should be able to:

- 10.4.1** set margins taking into account common paper sizes e.g. A4, A5 and computer paper
- 10.4.2** vary margins in different sections of a document
- 10.4.3** set page length taking into account common paper sizes e.g. A4, A5 and computer paper
- 10.4.4** layout a document in landscape or portrait orientation
- 10.4.5** indent text:
 - a paragraph
 - both margins
 - hanging indent/paragraph
- 10.4.6** display text in two or three columns
- 10.4.7** vertically justify text within columns
- 10.4.8** set, move and clear decimal, centre and right aligned tabs as appropriate
- 10.4.9** save blocks of text
- 10.4.10** insert headers and footers
- 10.4.11** insert footnotes and endnotes
- 10.4.12** hyphenate as appropriate
- 10.4.13** insert protected spaces as appropriate
- 10.4.14** generate a page break or column break
- 10.4.15** ensure that text does not print with widow/orphan lines
- 10.4.16** print documents using different pitch or point sizes
- 10.4.17** print documents or parts of documents with or without page numbers
- 10.4.18** number or renumber pages within a document
- 10.4.19** print multiple copies of documents

10.4.20	use proportional and non-proportional fonts where appropriate
10.4.21	display documents on screen using reduced, normal or zoom view
10.4.22	create a standard document and insert variables as appropriate (on-screen merge)
10.4.23	create a document from standard stored paragraphs
10.4.24	perform a mail merge i.e. create a data file, standard document, merge data file and standard document and print
10.4.25	create and print address labels
10.4.26	create tables of figures and/or characters with or without headings
10.4.27	create a form with boxes and lines for data entry
10.4.28	use side, shoulder and paragraph headings
10.4.29	use block, indented and hanging paragraphs
10.4.30	enumerate sections of text within documents i.e. alphabetical, numerical, decimal or bullets where necessary
10.4.31	use leader dots
10.4.32	use hidden text i.e. create, locate, print and remove format
10.4.33	create a table of contents
10.4.34	convert Arabic to Roman numerals and vice versa and type in the correct form
10.4.35	convert 12 hour clock to 24 hour clock and vice versa and type in correct form
10.4.36	insert a file from the same or different word processing package
10.4.37	use initiative to layout a document from a given piece of text.
10.4.38	proof-read and make corrections to text with a critical attitude towards spelling, punctuation, syllabification and syntax
10.4.39	use the spellcheck facility

10.4.40	use the thesaurus facility
10.4.41	format documents according to an appropriate business style
10.4.42	design and layout a document according to both implicit and explicit instructions
10.4.43	extract and transfer relevant information from documents or material given
10.4.44	compose documents from skeleton information supplied
10.4.45	save a customised format as a style sheet

11 Assessment

Summary	Practical Skills Test	0%
	Practical Examination	80%
	Written Examination	20%

11.1 Technique Practical Skills Test

Before a candidate can present for examination the teacher must verify that s/he can carry out basic Computer Housekeeping Functions using the operating system and word processing operations.

Mode Centre-based.

Weighting 0%
Meeting the performance criteria is a pre-requisite to sitting the examination.

11.2 Technique Practical Examination

Mode Centrally devised and marked by the NCVA.

Weighting 80%

Duration 2½ hours (excluding printing time) with an additional 15 minutes reading time.

The candidate **must** print out all their work either during the examination or afterwards under supervision. Candidates may make one test printout only during the examination.

Format 4 Practical Assignments

These assignments are designed to assess the broad range of word processing skills (i.e. entering, editing, formatting and enhancing text). In addition, specific assignments are designed to assess the following learning outcomes:

Assignment

- editing a multipage document including the following:
 - manipulation of text
 - making amendments to text
 - proof-reading and correcting text
 - numbering pages/repagination
 - headers/footers/footnotes
 - reset margins
 - insertion of file
- use of initiative in creation and layout of a business document from information supplied (e.g. menu, advertisement, booking form)
- mail merge (with creation and printing of data file and standard letter)
- creating a table / table of contents / form

11.3 Technique

Written Examination

Mode

Centrally devised and marked by the NCVA.

Weighting

20%

Duration

1 hour

Format

Short answer questions. (10)
Candidates to answer each question

12 Performance Criteria

12.1 Practical Skills Test (Computer Housekeeping Skills)

The performance criteria are detailed in the accompanying Class Marking Sheet B20101/MS1.

12.2 Practical Examination

Finished work should meet the following performance criteria:

- presented to a mailable standard
- displayed attractively
- in accordance with instructions given
- presented in an accepted business style, used consistently throughout.

Failure to meet these criteria will incur deductions according to the General Marking Scheme

12.2.1 General Marking Scheme

Error	Deduction
Corrections badly made	1-3 each instance
Failure to follow instructions	1-3 each instance
Failure to collate work	2
Failure to make	
• <i>a new sentence</i>	1
• <i>a new paragraph</i>	1
Inconsistency	
• <i>Blocked/centred style</i>	1
• <i>Line spacing</i>	1
• <i>Paragraphing</i>	1
• <i>Punctuation</i>	1
• <i>Words/figures</i>	1
Line spacing	
• <i>Before and after headings</i>	1
• <i>Between paragraphs</i>	1
• <i>Before footnotes /endnotes</i>	1

Misplacement of footnote/endnote symbol	
• <i>In the body</i>	1
• <i>In the footnote /endnote</i>	1
Misuse of	
• <i>Initial capitals</i>	½
• <i>Hyphen/dash</i>	1
Omission of date/reference	2
• <i>Wrong date /reference</i>	1
Omission of	
• <i>Attention/Subject Line</i>	1
• <i>Continuation heading</i>	2
• <i>Enclosure</i>	1
• <i>Space between words</i>	½
• <i>Special heading</i>	1
• <i>Full column in tab</i>	3
• <i>Line/lines (omit text)</i>	1-3 each instance
Overtyping	2 each instance
• <i>Line overtyped</i>	2
Punctuation	½
Tab	
• <i>Failure to make tab</i>	2
• <i>Poorly ruled tab</i>	1
Text	
• <i>repeated</i>	1-3 each instance
• <i>poorly aligned</i>	½- 3 each instance
Use of	
• <i>capital I for one</i>	1
• <i>O for 0 (zero)</i>	1
• <i>incorrect stationery</i>	1
Word	
• <i>misspelt</i>	1
• <i>mistyped</i>	1
• <i>same error repeated</i>	1
	(once throughout Q)
• <i>two errors within a word</i>	1
• <i>inserted</i>	1 each word
• <i>omitted</i>	1 each word

Note: For incomplete questions, marks will be allotted to the question on a pro rata basis. Deductions will then be made in accordance with the General Marking Scheme.

12.3 Written Examination

A detailed marking scheme will be devised for the examination by NCVA.

13 Grading

Pass	50 - 64%
Merit	65 - 79%
Distinction	80 - 100%

Speed and Accuracy Test (Optional for all levels)

A separate Speed and Accuracy Test will be made available to candidates for NCVA Word Processing Examinations.

Candidates will be required to type from straight copy.

99% accuracy will be required.

Candidates will be assessed on the basis of all completed work, which must be presented within 99% accuracy (e.g. not more than 3 errors at 30 words per minute). Error deductions are made in accordance with the General Marking Scheme.

Speed and Accuracy Certificates will be issued to candidates who meet the required level of accuracy, indicating the speed attained.

This test should be taken by candidates on the same date as the Word Processing Examination.

Certificates will only be issued to candidates who gain a speed in excess of 20 w.p.m. at any level.

Class Marking Sheet



**Word Processing -Advanced
(B20101)
Practical Skills test
Weighting 0%**

School/Centre: _____ Roll No: _____ Date: _____

The following performance criteria must be met before a candidate can attempt the practical examination. Indicate (✓) where candidate can perform skill satisfactorily.

Candidate name	Format a Disc	Copy a file within the same directory	Delete & rename file from current directory	Locate files in a sub-directory	Move files (copy & delete)	Print multiple copies of a document	Display using zoom, reduced or normal view	Save a new style sheet	Use hidden text	Create and print address labels	All performance criteria met Tick (✓)

Teacher's Signature: _____ Date: _____

External Examiner's Signature: _____ Date: _____