

## Unit 2 Creating and editing

<b>Unit summary</b>	This unit will enable learners to develop the knowledge and skill involved in creating and editing documents, and processing numerical data.
<b>Guided learning hours</b>	9
<b>Level</b>	Entry
<b>Mandatory/optional</b>	Mandatory

<b>Learning Outcomes</b>	<b>Assessment Criteria</b>
<b>The learner will:</b>	<b>The learner can:</b>
<b>6. create and edit documents</b>	<p>6.1 use a suitable document to enter information (including text, numbers and graphics).</p> <p>6.2 edit (entering / selecting /copying / pasting) and format text (bold / underline / font sizes / alignment / bullets and numbered lists)</p> <p>6.3 format graphics (positioning / sizing / borders)</p> <p>6.4 understand and use terminology and concepts relating to types of documents and their uses, along with the purpose and typical use of different document applications.</p>