

Year 9: ASK Yourself!

Subject: ECDL

Unit: Spring Term - Word Processing

	Launching 4	Developing 3	Progressing 2	Mastering 1
S kills				
	I can open, close and save a word document I can enter text and images into a word document I can select and save in the correct file format.	I can apply appropriate formatting and text to a word document I can use tables to present data I can use ICT tools to proof read documents.	I can save a document as a template.	I can use mail merge to create a series of letters or other documents.
K nowledge				
	I know how to use hidden characters to help me lay out a document I know how to activate and use the help in Microsoft Word.	I understand when a template would be used I know when to use bullet points I know how to lay out documents using a range of tools.	I understand how to layout specific documents, i.e. letters I know which bullet points to use in a given situation.	I know when it is appropriate to use mail merge I am confident in using word for a wide range of documents, using tools and techniques to make them efficient.