Unit 2 - Creating and editing

Unit summary	This unit will enable learners to develop the knowledge and skill involved in creating and editing documents, and processing numerical data.
Guided learning hours	9
Level	Level 1
Mandatory/optional	Mandatory

Learning Outcomes		Assessment Criteria
The learner will:		**The learner can:**
6. create and edit documents	6.1	select and use an appropriate document application on different devices to enter information for a range of purposes and audiences.
	6.2	edit and format text, tables, graphics, and charts appropriately, depending on the brief or the purpose and the audience
	6.3	layout information effectively depending on the brief or the purpose and the audience.
8. process numerical data	8.1	select and use an appropriate numerical processing application to enter information for a range of purposes and audiences.
	8.2	edit and format numerical data depending on the brief or the purpose and the audience.
	8.3	sort and process numerical data using filters and simple formulas depending on the brief or the purpose and the audience.
	8.4	chart numerical data depending on the brief or the purpose and the audience.