

Title of the Module / Unit	Developing and Presenting Information using different applications
Module / Unit Description Explain your reasoning behind wishing to provide this module/unit and how it fits within the whole course. A breakdown of the module/unit's content is also advisable.	This module will cover the important skills and techniques related to the use of different applications such as Word Processing, Presentation and Spreadsheet software to create documents, produce accurate work outputs and present information.
Learning Outcomes	Competences: – at the end of the module/unit the learner will have acquired the responsibility and autonomy to:
	<ul style="list-style-type: none"> a) Create and work with word processing documents b) Recognise good practice in selecting the correct formatting options while using word processing documents c) Enter and work with data into cells and use the appropriate tools to edit this data in a worksheet d) Recognise good practice in using basic cell referencing with formula creation e) Identify how to present slides to meet needs and communicate effectively f) Adjust document, presentation and spreadsheet page settings and use the appropriate tools to correct content before printing
	Knowledge – at the end of the module/unit the learner will have been exposed to the following:
	<ul style="list-style-type: none"> a) Be able to work and edit documents using word processing application b) Be able to use different word processing features to format and present documents c) Be able to work with spreadsheet application to enter and organise numerical and other possible data d) Be able to use basic formulas and other spreadsheet software tools to summarise and present spreadsheet information e) Be able to use appropriate presentation software tools to structure, edit and format slides

Skills – at the end of the module/unit the learner will have acquired the following skills:

Applying knowledge and understanding

The learner will be able to:

- a) Use different input methods to insert text and other information within a document
- b) Work with different formatting tools to edit and enhance presentation of document content
- c) Use cell references to work with basic formulas and meet different calculation requirements
- d) Work with appropriate tools to format worksheet cells, rows and columns
- e) Create and format charts and graphs using the correct tools and techniques
- f) Select and use different slide layouts as appropriate for different types of information

Judgment Skills and Critical Abilities

This section has been made sufficiently open to accommodate both vocational and academic orientations. Applicants can refer to Judgement Skills, or Critical Abilities (critical skills, dispositions, values and actions), or both.

The learner will be able to:

- a) Analyse and select appropriate tools to format characters and paragraphs
- b) Check documents and spreadsheet information to meet the requirements and make the necessary corrections as appropriate
- c) Check presentation meets needs, using the correct tools and making corrections as appropriate
- d) Analyse and select correct page layout tools to print documents and spreadsheet information

Module-Specific Communication Skills

(Over and above those mentioned in Section B)

The learner will be able to:

- a) Describe the purpose of document templates and when to use them

	<p>b) Explain and identify what data is needed and how spreadsheet application is structured to address these needs</p> <p>c) Describe the use of different chart types to display data</p> <p>d) Identify what type of information is required for the presentation</p>	
	<p>Module-Specific Learner Skills (Over and above those mentioned in Section B)</p> <p>The learner will be able to</p> <p>a) Enter and edit document, presentation or spreadsheet information accurately</p> <p>b) Save and retrieve document, presentation or spreadsheet files efficiently</p> <p>c) Merge different type of data from different sources within a document, presentation or spreadsheet file</p> <p>d) Determine which chart type to use to communicate information meaningfully</p>	
	<p>Module-Specific Digital Skills and Competences (Over and above those mentioned in Section B)</p> <p><i>(These digital skills are covered by the primary objectives of this course – so the skills referred to above address this section)</i></p> <p>The learner will be able to</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>etc.</p>	
<p>Hours of Total Learning for this Module / Unit</p>	<p>Contact Hours</p> <p>(Lectures/ seminars/ tutorials/ participation in online forums/ video lectures and other learning activities under the direction and control of an instructor).</p> <p style="text-align: right;">10</p>	<p>Supervised Placement and Practice Hours</p> <p>(During these hours the learner is supervised, coached or mentored.)</p> <p style="text-align: right;">6</p>
	<p>Self-Study Hours</p> <p>(Estimated workload of research and study.)</p> <p style="text-align: right;">5</p>	<p>Assessment Hours</p> <p>(Examinations/ presentations/ group work/ projects etc.)</p> <p style="text-align: right;">4</p>
<p>Total Learning Hours of this Module</p>	<p style="text-align: center;">_____25_____ Hours</p>	