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| Title | **Prepare in-page documents** |
| Level | **2** | **Credits** | **5** |

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| Purpose | This basic module intends to provide knowledge and skills on preparation of In-page documents. It also deals with basic interface, tools/menu management, safety aspects, and In-page application software handling techniques. |

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| Classification ISCED | 0611 Computer use |

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| Available grade | Competent / Not yet competent |

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| Modification history | N/A |

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| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **E1:****Set Keyboard preferences** | **The student will be able to:**P1-Perform keyboard preferencesP2-Perform step-wise setting of keyboard preferences on the PC with In-Page interface.P3-Demonstrate key position of any keyboard preferences by switching the language from English to Urdu, as per user requirement | K1- Classify keyboard preferences |
|  |  | **The student will be able to:**P1-Demonstrate different page sizes in the In-Page file.P2-Elaborate page margins in the in page format P3-Exhibit to add page numbering in the file | K1- Explain procedure for page margins in the in page format K2-Define to add page numbering in the file |
| **E2:****Lay out Page** |

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| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **E3:****Toggle between languages** | **The student will be able to:**P1-Perform supportive languages in In-page such as Urdu, Arabic or Persian etc.P2-Perform how to toggle between different languages.P3-Elaborate procedure of toggling between languages. | K1- Explain the procedure to toggle between languages in In- page such as Urdu, Arabic or Persian etc. |
| **E4:****Insert Columns** | **The student will be able to:**P1-Learn the importance of columns in In-page and perform them manually.P2-Demonstrate supporting options for inserting columns.P3-Exhibit the steps/procedure of inserting columns. | K1- Understand the importance of columns in In-page and can perform them manually to show data systematically.K2- State supporting options for inserting columns.K3- Describe the steps/procedure of inserting columns. |