
**TEXT AND INFORMATION
MANAGEMENT - GENERIC**
**Customise software features to
manipulate text for generic text and
information management**

level:	3
credit:	6
final date for comment:	September 2008
expiry date:	December 2009
sub-field:	Business Administration
purpose:	People credited with this unit standard are, for generic text and information management, able to apply customising features to create and manipulate documents fit for publication from provided data and from direct entry composition, and manage text and files by customising features of software applications.
entry information:	Open.
accreditation option:	Evaluation of documentation by NZQA.
moderation option:	A centrally established and directed national moderation system has been set up by NZQA.
special notes:	<ol style="list-style-type: none">1 It is recommended people already hold credit for Unit 12883, <i>Enter and manage text for generic text and information management</i>, or demonstrate equivalent knowledge and skills.2 Text and Information Management aims to develop and enhance users' ability to input and manipulate information, using a computer application, in order to communicate efficiently and effectively in all areas of life, and to develop the ability to create and present words and images through purpose created documents which have visual appeal.

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- 3 All activities associated with this unit standard must comply with occupational health and safety guidelines and recommendations in relation to working environment and work practices, available from the Department of Labour at <http://www.osh.dol.govt.nz/order/catalogue/index.shtml>, and the requirements of the Health and Safety in Employment Act 1992 and its subsequent amendments.
- 4 **Definitions**
Customise for the purposes of this unit standard means to make changes to auto features for a specific purpose, such as removing the full stop from the numbering function or increasing the distance between the bullet and text.
Banner headline refers to a heading that stretches from margin to margin over columns.

Elements and Performance Criteria

element 1

Apply customising features to create and manipulate documents fit for publication from provided data and from direct entry composition.

Range: documents may include but are not limited to – reports, newspaper article, newsletter, flyer, tables, questionnaire, programme;
evidence is required of three documents – two entered from provided data and one composed using direct entry.

performance criteria

- 1.1 Text entered uses language fit for the purpose and intended audience.
- 1.2 Multi-level bullets and numbering are customised and used in accordance with standard operating procedures.

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- 1.3 Table features are customised and used in accordance with standard operating procedures.
- Range: features may include but are not limited to – cell height, column width, gridlines, borders, alignment, merging and splitting cells, spacing before and after text, tabs, formulae, sorting, shading; evidence is required of five features.
- 1.4 Columns are customised and used in accordance with standard operating procedures.
- Range: customisation may include but is not limited to – space between columns, column break, enhanced first letter, justification, banner headline, newspaper-style paragraphs; evidence is required of four features.
- 1.5 Documents are printed.

element 2

Manage text and files by customising features of software applications for generic text and information management.

performance criteria

- 2.1 Default settings are changed in accordance with standard operating procedures.
- Range: default settings may include but are not limited to – margins, first line indents, page orientation, paragraph formats, printer.
- 2.2 Auto page numbering feature is used on a multi-page document in accordance with standard operating procedures.
- 2.3 A template is created and saved in accordance with standard operating procedures.
- Range: templates may include but are not limited to – fax sheet, order form, weekly budget, letterhead.

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- 2.4 A glossary and/or autotext entry is created, stored, and inserted in accordance with standard operating procedures.
- 2.5 A macro is created and saved in accordance with standard operating procedures.
- 2.6 Entries are added to the dictionary in accordance with standard operating procedures.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.

Please Note

Providers must be accredited by the Qualifications Authority or a delegated inter-institutional body before they can register credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by the Qualifications Authority before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for providers wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

This unit standard is covered by AMAP 0113 which can be accessed at <http://www.nzqa.govt.nz/site/framework/search.html>.