

Title	Apply advanced word processing features and functions to produce complex documents		
Level	4	Credits	5

Purpose	<p>People credited with this unit standard are able to apply advanced word processing features and functions to produce complex documents.</p> <p>This unit standard has been developed primarily for assessment within programmes leading to the New Zealand Certificate in Computing (Advanced User) (Level 4) [Ref: 2593].</p>
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Classification	Computing > Generic Computing
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Available grade	Achieved
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Guidance Information

- 1 Recommended skills and knowledge:
Unit 29785, *Use a word processing application to integrate images, spreadsheet and database data into documents*, or demonstrate equivalent knowledge, skills or experience.
- 2 Assessment, where applicable, will be conducted in and for the context of real or realistic situations and/or settings, and be relevant to current and/or emerging practice. The assessor may gather evidence over time from a range of scenarios rather than using one assessment where the learner has to demonstrate all of the required skills. The assessment context for this unit standard must be suitable to meet the criteria for level 4 in the NZQF Level Descriptors, which are available by searching for “level descriptors” at www.nzqa.govt.nz.
- 3 Any proprietary or open-source word processing software may be used for assessment provided it includes the features, or their equivalents, specified in the range statements.
- 4 A brief will be supplied to the learner, either as part of the learner’s employment (in the case of workplace assessment) or in response to a set task. A *brief* is defined as a clear description of both the desirable outcomes sought and the constraints to be met by the solution, and will include meeting appropriate legal (such as image copyright), ethical and moral considerations. The brief will include the target users and the specifications and requirements against which the success or otherwise of the complex documents can be assessed.

- 5 At least three different types of complex documents of sufficient complexity must be produced to provide scope for the assessment evidence. One complex document must be produced from creating a template, and one complex document created using advanced conditional merge. Complex documents may include but are not limited to – technical documents; formal reports; formal meeting documents; promotional materials; forms for completing electronically and/or manually.

Advanced word processing features and functions may be demonstrated across all complex documents rather than in each. Spelling, grammar, vocabulary, and punctuation in the documents must be consistent with the nature and purpose detailed in the requirements of the brief and according to established conventions. Learners must be given the opportunity to proofread their work prior to submission.

- 6 Advanced word processing formatting and customisation features and functions refer to:

Advanced efficiency techniques: creation and application of styles; creating macros/scripts; use of calculations and formulas; creation and editing of forms with inserted field codes and controls including text boxes, date pickers, and drop-down lists; inserting, linking and embedding graphics, and importing data from other applications.

Advanced table and document formatting: customised tables, converting tables to/from text; merging and splitting cells, variable gridlines and cell formatting features; mixed section breaks and associated formatting, multiple columns and customised tabs; customised watermarks (text and pictures) as backgrounds on selected pages.

Advanced text and document editing: find and replace special characters (font or paragraph formats, paragraph marks or page breaks); insert hyperlinks, foreign characters/currency symbols, mathematical symbols; integration of text and graphics (including text direction, alignment, wrapping) with inserted objects.

Creating and editing long and complex documents: create and reorganize document outline numbering; master and subdocuments/cross referencing; referencing features: creating and formatting table of contents, indexes, tables of authority, citations; versioning and protection, co-authored/collaborative documents.

- 7 Definitions

Established conventions refer to accepted practices of display and design for page layout, font selection and size, text formatting, use of lines, boxes, borders, shading, tables and columns, and margin alignment. Page layout may include composition of elements upon the page, text hierarchy, consistent typography, balance, harmony, proportion, sequence, contrast, repetition, alignment, and proximity. Conventions used must produce documents that are fit for their intended use and meet organisational style requirements.

Good practice refers to selecting and using the appropriate feature or function to ensure correct use of the chosen digital devices and platforms, and according to established conventions.

Typography may involve selecting typefaces, font size, line length, line-spacing (leading), letter-spacing (tracking), adjusting the space within letters pairs (kerning) and font colours.

- 8 Legislation relevant to this unit standard includes but is not limited to:
 Copyright Act 1994
 Copyright (New Technologies) Amendment Act 2008
 Harmful Digital Communications Act 2015
 Health and Safety at Work Act 2015
 Privacy Act 2020
 and any subsequent amendments.
 Current legislation and regulations can be accessed at <http://legislation.govt.nz>.
- 9 Reference
ACC5637 Guidelines for Using Computers - Preventing and managing discomfort, pain and injury. Accident Compensation Corporation - Department of Labour, 2010; available from Worksafe New Zealand, at <https://www.worksafe.govt.nz/topic-and-industry/work-related-health/ergonomics/safely-using-computers-at-work/>.

Outcomes and performance criteria

Outcome 1

Apply advanced word processing features and functions to produce complex documents.

Performance criteria

- 1.1 Advanced word processing formatting and customising features and functions are applied to produce documents in accordance with the output required, established conventions and good practice.
- Range includes at least 10 advanced word processing formatting and customisation features and functions, with at least two selected from each of the following categories – advanced efficiency techniques; advanced table and document formatting; advanced text and document editing; creating and editing long and complex documents.
- 1.2 A template is produced which allows one complex document to be retrieved and modified in accordance with the output required, established conventions and good practice.
- 1.3 A complex document is produced using advanced conditional merge options in accordance with the output required, established conventions and good practice.
- Range at least one complex document incorporating advanced mail merge including – use of rules, formulas and conditional statements; inserting files; merge formatting; field codes; checking merge for errors and correcting where required.
- 1.4 Properties are set for the complex documents to ensure effective file management and sharing in accordance with file access and retrieval requirements, and specified outcomes from the brief.
- Range three different types of complex documents.

- 1.5 The complex documents are checked and modified as needed to meet the requirements of the brief, and to ensure they are accurate, clear, and consistent with established conventions and good practice when displayed in hard or soft copy.

Range three different types of complex documents.

- 1.6 The complex documents are evaluated in terms of meeting the purpose and requirements of the brief, recommending possible improvements for future complex documents, and reflecting on impacts for own practice.

Planned review date	31 December 2026
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 January 2017	31 December 2024
Review	2	28 April 2022	N/A

Consent and Moderation Requirements (CMR) reference	0099
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Toi Mai Workforce Development Council qualifications@toimai.nz if you wish to suggest changes to the content of this unit standard.