Achievement Standard

Subject Reference Digital Technologies 1.41

Title Implement basic procedures to produce a specified digital information outcome

Level 1 **Credits** 4 **Assessment** Internal

Subfield Technology

Domain Digital Technologies

Status Registered **Status date** 20 January 2011

Planned review date 31 December 2019 **Date version published** 17 November 2016

This achievement standard involves implementing basic procedures to produce a specified digital information outcome.

Achievement Criteria

Achievement	Achievement with Merit	Achievement with Excellence
• Implement basic procedures to produce a specified digital information outcome.	• Skilfully implement basic procedures to produce a specified digital information outcome.	• Efficiently implement basic procedures to produce a specified digital information outcome.

Explanatory Notes

1   This achievement standard is derived from Level 6 of the Technology learning area in *The New Zealand Curriculum*, Learning Media, Ministry of Education, 2007; and is related to the material in the *Teaching and Learning Guide for Technology*, Ministry of Education at http://seniorsecondary.tki.org.nz.

   Further information can be found at http://www.technology.tki.org.nz/.

   Appropriate reference information is available in *Safety and Technology Education: A Guidance Manual for New Zealand Schools,* Ministry of Education at http://technology.tki.org.nz/Curriculum-support/Safety-and-Technology-Education, and the Health and Safety at Work Act 2015.

   This standard is also derived from *Te Marautanga o Aotearoa.* For details of *Te Marautanga o Aotearoa* achievement objectives to which this standard relates, see the Papa Whakaako for the relevant learning area.

2 *Implement basic procedures to produce a specified digital information outcome* involves:
- applying a set of techniques to produce a digital information outcome that meets specifications
- selecting the appropriate software applications and specific features to manage and present information
- applying file management procedures
- applying design elements and/or formatting techniques as appropriate to the outcome
- applying data integrity and testing procedures to ensure the outcome meets the specifications
- following legal, ethical and moral responsibilities as appropriate to the outcome.

Skilfully implement basic procedures to produce a specified digital information outcome involves:
- showing accuracy in the application of techniques and testing procedures
- showing independence with regard to decision making in the application of techniques, and testing procedures.

Efficiently implement basic procedures to produce a specified digital information outcome involves:
- undertaking techniques and procedures in a manner that economises the use of resources in the outcome's production and its use eg timely fashion, optimises the specific features of tools.

3 All outcomes must be student-developed and result from manipulating and combining data from at least two of the following software application types:
- word processing
- spreadsheets
- database
- presentation.

Combining data may include but is not limited to:
- inserting a spreadsheet graph into a word processed document
- performing a simple mail merge from a spreadsheet or database
- inserting spreadsheet data into a word processed document or presentation.

4 *Specified digital information outcome* refers to a digital information outcome and its relevant specifications. The specifications must be of sufficient rigour to allow the student to meet the standard. The specifications, software and techniques need to be determined prior to the outcome being made. They may be teacher-given or developed in negotiation with the student.

5 *Basic procedures* are those that require the student to perform a set of techniques, as instructed, to make a digital information outcome.

6   The set of techniques to be applied in word processing software may include but are not limited to:
   - applying page formatting features such as styles, headings/sub-headings, headers/footers, page breaks, page numbering, alignment, line spacing, tables, text boxes, columns
   - applying paragraph formatting features such as alignment, bullets and numbering, tabs, indents, spacing
   - creating, inserting, selecting, and formatting components
   - creating a mail merge.

   The set of techniques to be applied in spreadsheet software may include but are not limited to:
   - formatting cells to match data types, inserting/deleting rows and columns, entering formulae, using operators, replicating formulae, using simple functions such as sum, minimum, maximum, average, and if statements
   - using absolute and relative cell references, sorting data, producing charts/graphs
   - using headers/footers and page set-up features
   - creating charts/graphs.

   The set of techniques to be applied in database software may include but are not limited to:
   - creating flat file database structures, setting and modifying field properties including name, data type, size and format
   - creating simple validation rules (such as format, field size, titles), entering, editing and deleting records
   - creating forms and reports (can use wizards)
   - creating and using filters, queries and sorts to retrieve relevant information (can use wizards).

   The set of techniques to be applied in presentation software may include but are not limited to:
   - using colour, themes and templates
   - applying paragraph formatting features such as alignment, line spacing, bullets
   - creating, selecting and inserting elements such as tables, charts, media, shapes, hyperlinks
   - animations, transitions, effects
   - exporting and printing for different formats.

7   Data integrity procedures will include checking the relevance, accuracy, and reliability of the information.

8   Specific features are tools within the software application that will allow the user to perform tasks which may include but are not limited to – formatting, calculations, data handling, sorting.

9   Conditions of Assessment related to this achievement standard can be found at http://ncea.tki.org.nz/Resources-for-Internally-Assessed-Achievement-Standards.

Replacement Information
This achievement standard and AS91070 replaced AS90031.

This achievement standard, AS91072, and AS91073 replaced AS90033.

Quality Assurance

1   Providers and Industry Training Organisations must have been granted consent to assess by NZQA before they can register credits from assessment against achievement standards.

2   Organisations with consent to assess and Industry Training Organisations assessing against achievement standards must engage with the moderation system that applies to those achievement standards.

Consent and Moderation Requirements (CMR) reference   0233