

<b>Title</b>	<b>Use a word processor to produce documents for a business or organisation</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	People credited with this unit standard are able to: describe basic terminologies and techniques used for word processing; and use basic word processing to produce business or organisational documents.
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<b>Classification</b>	Business Administration > Business Information Processing
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<b>Available grade</b>	Achieved
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**Guidance Information**

- 1 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. Reference for this unit standard includes *Guidelines for Using Computers*. Worksafe New Zealand, available at <http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/guidelines-for-using-computers>.
- 2 Logical structures such as folders must be used to organise and store files according to business or organisational requirements.

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**Outcomes and performance criteria**

**Outcome 1**

Describe basic terminology and techniques used for word processing.

**Performance criteria**

- 1.1 Basic terminology used for word processing is described in terms of function and use.
 

Range	basic terminology includes but is not limited to – document creation, naming, storing, retrieval, editing, formatting, previewing, printing.
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- 1.2 Basic techniques used for word processing are described in terms of their function.
 

Range	basic techniques include but are not limited to – keyboard shortcuts, use of mouse; customising formats; manipulating text.
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**Outcome 2**

Use basic word processing to produce business or organisational documents.

**Performance criteria**

- 2.1 Use of keyboard shortcuts and mouse is in accordance with program features and requirements.
- Range evidence of six keyboard shortcuts and three uses of a mouse is required.
- 2.2 Documents are produced, formatted, manipulated, saved and printed in accordance with information provided, and output required.
- Range documents must be of sufficient length and complexity to provide scope for the assessment evidence;  
format includes – paragraph, page orientation, margins, tabulation, font selection, format painter;  
manipulation may include but is not limited to – move, copy, insert, delete, undo/redo, find and replace, set language, check spelling and grammar, customise dictionary;  
evidence of six manipulation techniques is required;  
save – name, save, save as a new file.
- 2.3 System features are used to identify and manipulate screen display options and controls.
- Range features may include but are not limited to – maximise and minimise, page view, layout view, normal view, print preview, zoom %, ruler, ribbons, groups, tool bars, help;  
evidence of at least four features is required.
- 2.4 Data security procedures and file management techniques are used according to the word processing program in use and business or organisational requirements.
- Range password protection of documents, rename file, locate files, backup files, external storage of documents, display folder contents.

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**This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.**

**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	30 March 1993	31 December 2011
Review	2	27 June 1996	31 December 2011
Review	3	28 April 1997	31 December 2011
Review	4	28 June 1999	31 December 2011
Review	5	26 September 2005	31 December 2012
Review	6	17 December 2010	31 December 2012
Revision	7	18 August 2011	31 December 2017
Rollover and Revision	8	16 April 2015	31 December 2022
Review	9	27 February 2020	31 December 2022

**Consent and Moderation Requirements (CMR) reference**

0113

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.