

<b>Title</b>	<b>Produce business or organisational information using word processing functions</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	People credited with this unit standard are able to: apply word processing features and functions to produce business or organisational information; and apply file management and printing techniques to manage document production.
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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 Recommended skills and knowledge  
Unit 111, *Use a word processor to produce documents for a business or organisation*, or demonstrate equivalent knowledge, skills or experience.
- 2 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 *Safely using computers at work* and *Working posture – what’s the problem?* Worksafe New Zealand, available at <https://worksafe.govt.nz/topic-and-industry/work-related-health/ergonomics/>.
- 3 Logical structures such as folders must be used to organise and store files according to business or organisational requirements.
- 4 Business or organisational information requires the production of six different types of documents which may include but are not limited to – legal, financial and technical documents; formal reports; formal meeting documents; promotional brochures; forms for completing electronically and/or manually.
- 5 Spelling, grammar, vocabulary, and punctuation in the documents must be consistent with the nature and purpose of the business or organisational information required. Candidates must be given the opportunity to proofread their work prior to submission.

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### Outcomes and performance criteria

#### Outcome 1

Apply word processing features and functions to produce business or organisational information.

**Performance criteria**

- 1.1 Display and formatting features are applied to present documents in accordance with the output required and organisational style requirements.
- Range features include but are not limited to – page numbering options, page and section breaks, page layout, header and footer features, font selection and size, text format, use of lines, boxes, borders, alignment, columns including hyphenation, bullets and numbering.
- 1.2 A template is used and variable data is inserted in accordance with the output required.
- 1.3 A mail merge is created in accordance with the output required.
- 1.4 Sorting options are applied in accordance with the output required.
- 1.5 Tables are produced incorporating multiple line headings, ruled and non-ruled columns, and a range of column widths in accordance with the output required.

**Outcome 2**

Apply file management and printing techniques to manage document production.

**Performance criteria**

- 2.1 Access to word processing files is controlled through the implementation of file management system procedures.
- Range password protection, login procedures, document storage, and file back up and/or copying procedures; evidence of three procedures is required.
- 2.2 The creation of folders and movement between them are consistent with file management system procedures.
- 2.3 File types are differentiated in accordance with file management system procedures.
- Range document, template.
- 2.4 Print options are identified and used in accordance with system features and output required.
- Range may include but are not limited to – selected text, single page, multiple pages, entire document, print preview, duplex printing; evidence of three is required.
- 2.5 Printer capability and settings are identified and, where available, an alternative printer is selected.

- 2.6 Paper loading and print cartridge changing operations are carried out in accordance with equipment guidelines and organisational requirements.

**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 2018
Rollover and Revision	7	16 April 2015	31 December 2022
Revision	8	28 June 2018	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>.