

Title	Enter and manage text for generic text and information management		
Level	1	Credits	4

Purpose	<p>This unit standard is intended for people who input and manipulate information using software applications to create documents which communicate efficiently and effectively and have visual appeal.</p> <p>People credited with this unit standard are, for generic text and information management, able to: enter text from provided data using an alpha-numeric keyboard; enter a direct composition using an alpha-numeric keyboard; and manage text from a retrieved electronic document.</p>
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Classification	Business Administration > Text and Information Management - Generic
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Available grade	Achieved
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Guidance Information

- All activities associated with this unit standard must comply with *Guidelines for using computers: Preventing and managing discomfort, pain and injury*, (Wellington: Accident Compensation Corporation, Department of Labour, 2010), available at <http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/guidelines-for-using-computers/computers.pdf> computers.
- Definitions

Acceptable key/finger pathways is the term used to describe the action of fingers in terms of recognised direction and placement when using an alpha-numeric keyboard. All fingers must be used.

Direct composition refers to text created in candidates own words without prior preparation and entered directly on the keyboard.

Fit for purpose means the information is accurate and relevant to the intended audience, and the document is free from text errors.

Intended audience is the individual or group who will receive the information, therefore the amount and nature of the information and the level of the language must be appropriate to this audience. The intended audience will be specified for each document.

Outcomes and performance criteria

Outcome 1

Enter text from provided data using an alpha-numeric keyboard.

Range provided data refers to a passage of a minimum of 150 words which is a mixture of alpha and numeric text provided for direct copying.

Performance criteria

- 1.1 Acceptable key/finger pathways to key location are demonstrated while entering text from provided data.
- 1.2 Overuse syndrome prevention techniques are demonstrated in accordance with Guidelines for using computers: Preventing and managing discomfort, pain and injury.

Outcome 2

Enter a direct composition using an alpha-numeric keyboard.

Performance criteria

- 2.1 A paragraph of 70-80 words is directly composed on the keyboard using acceptable key/finger pathways to key location.
- 2.2 Composed paragraph is fit for purpose and the intended audience.

Outcome 3

Manage text from a retrieved electronic document.

Performance criteria

- 3.1 An electronic document is retrieved and filename, date, and computer user’s name are inserted in the header and/or footer in accordance with standard operating procedures of the software.
- 3.2 Formatting and editing features are applied to the document so that it is fit for purpose and the intended audience.

Range features may include but are not limited to – font type, font size, bold, italics; evidence of three features is required.

- 3.3 Procedures for saving, previewing, spellchecking, and printing the electronic document are demonstrated in accordance with standard operating procedures of the software.

Replacement information	This unit standard, unit standard 101 and unit standard 102 were replaced by unit standard 32000 and unit standard 32001.
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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	22 December 1997	31 December 2012
Revision	2	16 January 2001	31 December 2012
Revision	3	13 November 2002	31 December 2012
Revision	4	19 September 2005	31 December 2012
Review	5	22 October 2010	31 December 2012
Revision	6	15 September 2011	31 December 2017
Rollover and Revision	7	16 April 2015	31 December 2022
Review	8	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>.