

<b>Title</b>	<b>Create electronic documents and manage a file for generic text and information management</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>3</b>

<b>Purpose</b>	<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: create electronic documents from provided data and by direct composition and demonstrate file management techniques for an electronic document.</p>
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<b>Classification</b>	Business Administration > Text and Information Management - Generic
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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 *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>.
- 2 **Definitions**

*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.

*Provided data* refers to but is not limited to – a scenario and/or annotated notes and/or retrieved text.

## Outcomes and performance criteria

### Outcome 1

Create electronic and printed documents from provided data and by direct composition.

Range types of documents may include but are not limited to – notice, invitation, cover page, card, poster, compact disk cover, newsletter; the following text and information management features must be demonstrated at least once over the three documents collectively – left and right alignment and full justification, line spacing, borders, shading, placement of text on the page, inserting a table, find, replace, delete, copy, move; evidence of three different types of documents is required.

### Performance criteria

- 1.1 The text composed or entered uses language which is fit for purpose and the intended audience.
- 1.2 Text and information management features are used to produce documents that are fit for purpose and the intended audience.
- 1.3 The printed documents are fit for purpose and the intended audience.

### Outcome 2

Demonstrate file management techniques for an electronic document.

### Performance criteria

- 2.1 File management techniques are demonstrated in accordance with standard operating procedures of the software.

Range file management techniques must include but are not limited to – the use of rename, delete, copy, password protection.

<b>Replacement information</b>	This unit standard and unit standard 107 were replaced by unit standard 32002.
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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 2023
Review	8	27 February 2020	31 December 2023
Rollover and Revision	9	24 November 2022	31 December 2023

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

0113

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