

<b>Title</b>	<b>Create and enhance electronic documents combining text and images for generic text and information management</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>4</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 and manipulate text and images to enhance electronic and printed documents; and demonstrate knowledge of file saving protocols.</p>
----------------	--

<b>Classification</b>	Business Administration > Text and Information Management - Generic
-----------------------	---

<b>Available grade</b>	Achieved
------------------------	----------

### 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>.
- Definitions**

*Design layout* refers to the positioning and arrangement of various elements in a document and considers contrast, repetition, alignment, proximity, harmony, balance and proportion.

*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.

*Visually balanced* for the purposes of this unit standard means the sizing of text and images is complementary.
- Recommended skills and knowledge:**

Unit 12883, *Enter and manage text for generic text and information management*, or demonstrate equivalent knowledge and skills.

---

## Outcomes and performance criteria

### Outcome 1

Create and manipulate text and images to enhance electronic and printed documents.

Range the following text and information management features must be demonstrated at least once over the three documents collectively – importing and resizing an image; creating an image using draw or paint tools; cropping a graphic; creating a drop cap; inserting a symbol or special character; bullets and/or numbering; leader tabs; three different types of set tabs; evidence of three different documents is required.

### Performance criteria

- 1.1 Text and images are created and manipulated to produce documents that are fit for purpose and the intended audience.
- 1.2 Placement of texts and images in the documents is visually balanced in terms of design layout.
- 1.3 The printed documents are fit for purpose and the intended audience.

### Outcome 2

Demonstrate knowledge of file saving protocols.

### Performance criteria

- 2.1 An existing file is saved with a different file name in accordance with standard operating procedures of the software.
- 2.2 An existing file is changed to PDF format in accordance with standard operating procedures of the software.
- 2.3 An existing file is changed to a 'read only' file in accordance with standard operating procedures of the software.
- 2.4 A document is saved in a different file format which is compatible with the software being used.

---

**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

<b>Consent and Moderation Requirements (CMR) reference</b>	0113
--	------

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