

Title	Integrate text and images and manage multiple files for generic text and information management		
Level	3	Credits	6

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: integrate text and images to produce documents that are fit for purpose and the intended audience, and demonstrate file management techniques for multiple documents.</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

- 1 Integration of text and images and demonstration of file management techniques in this standard must be applied in accordance with standard operating features of the software program being used by the candidate.
- 2 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>.
- 3 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.

Integrate for the purposes of this unit standard means information is created in one application and revised and/or refined and/or reorganised using another related application.

- 4 Recommended skills and knowledge for entry:
Unit 12883, *Enter and manage text for generic text and information management*, or demonstrate equivalent knowledge and skills.
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Outcomes and performance criteria

Outcome 1

Integrate text and images to produce documents that are fit for purpose and the intended audience.

Range documents may include but are not limited to – assignment, booklet, newspaper page, brochure, magazine page, children’s book; evidence of at least three documents is required.

Performance criteria

1.1 Text and images are created using at least two different software applications.

Range software applications may include but are not limited to – word processor, spreadsheet, database, graphics.

1.2 The integration of the text and images supports the intent of the documents and the principles of design layout.

Range may include but is not limited to - refining texts and images, formatting images, sizing, insert, grouping.

1.3 A merge is created using at least five data fields for five database records, to insert variable information in a document.

Range may include but is not limited to – customised labels, form letters.

Outcome 2

Demonstrate file management techniques for multiple electronic documents.

Performance criteria

2.1 Multiple directories or folders are created and used in accordance with standard procedures of the operating system.

2.2 File management techniques are used to search for and locate a designated file in accordance with standard procedures of the operating system.

2.3 A summary box containing relevant information is created to facilitate file retrieval in accordance with standard procedures of the operating system.

Range includes – key words, author, comments.

Replacement information	This unit standard, unit standard 108 and unit standard 12886 were replaced by unit standard 32003.
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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
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.