

Title	Use the main features and functions of a word processing application for a purpose		
Level	2	Credits	3

Purpose	<p>People credited with this unit standard are able to use the main features and functions of a word processing application for a purpose.</p> <p>This unit standard has been developed primarily for assessment within programmes leading to the New Zealand Certificate in Computing (User Fundamentals) (Level 2) [Ref: 2591].</p>
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Classification	Computing > Generic Computing
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Available grade	Achieved
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Explanatory notes

- 1 Assessment, where applicable, will be conducted in and for the context of a real or realistic situation and/or settings, and be relevant to current and/or emerging practice. The assessor may gather evidence over time from a range of scenarios rather than using one assessment where the learner has to demonstrate all of the required skills.
- 2 The purpose of the assessment will be provided to the learner, and will provide requirements against which the success or otherwise of the documents can be evaluated. The documents created must be of sufficient length and complexity to provide scope for the assessment evidence and to meet the intended purpose. Text content for word processing may be provided to students, and should be unformatted and supplied as a .txt file. Data files (from spreadsheets or database) may be provided to the learner for the mail merge.
- 3 Definitions

Formatting skills refer to text appearance (such as font, colour, case, bold, italic, underline, subscript, superscript), as well as page appearance (such as page layout, paper size, page orientation, paragraph spacing, line spacing, tabulation, bullets, numbering, display/hide non-printing formatting marks).

Good practice in this context includes selecting and using the appropriate feature or function to enable correct use of formatting tools, such as page breaks, alignment, paragraph and line spacing, tabulation. It also includes using shortcuts, screen display options, and finding help to navigate the word processing application effectively.

Logical structures refer to organising and storing files that allow for easy access to content.

Share refers to offering access to digital information or resources for collaboration, reviewing, downloading, and/or modification.

User interface refers to the means by which the user and the computer system interact, in particular the use of input devices and software functions and features.

- 4 Legislation relevant to this unit standard includes but is not limited to the:
 Copyright Act 1994
 Copyright (New Technologies) Amendment Act 2008
 Harmful Digital Communications Act 2015
 Health and Safety at Work Act 2015
 and any subsequent amendments.
 Current legislation and regulations can be accessed at <http://legislation.govt.nz>.
- 5 References
ACC5637 Guidelines for Using Computers - Preventing and managing discomfort, pain and injury. Accident Compensation Corporation - Department of Labour, 2010; available from Worksafe New Zealand, at <http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/guidelines-for-using-computers>.

Outcomes and evidence requirements

Outcome 1

Use the main features and functions of a word processing application for a purpose.

Evidence requirements

- 1.1 User interface of a word processing application is navigated effectively using good practice.
- Range includes but is not limited to – shortcuts, screen display options, finding help.
- 1.2 Main features and functions of a word processing application are used to create, format, edit, print, save and share documents in accordance with purpose and using good practice.
- Range *create* includes – entering, selecting and placing a variety of text and graphics content; pagination and layout options; acknowledgment of sources; simple mail merge which includes integrating a minimum of three fields of data from an external source, checking resulting document for presentation and accuracy;
format includes but is not limited to – at least five text appearance and five page appearance formatting skills;
edit includes but is not limited to – move, copy, insert, delete, undo/redo, find and replace, set language, check spelling and grammar;
print may include - review and comments, hard or soft copy;
save and share includes – naming; saving (including as a new file/new file type, in logical structures, to local and shared folders, and/or

to the cloud); attaching to email; activating reviewing and commenting.

Planned review date	31 December 2021
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 January 2017	N/A

Consent and Moderation Requirements (CMR) reference	0226
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.