Title	Use the main features and functions of a word processing application for a purpose		
Level	2	Credits	4

Purpose	People credited with this unit standard are able to use the main features and functions of a word processing application for a purpose.
	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] and the New Zealand Certificate in Computing (Foundation User) (Level 2) [Ref: 4132].

Classification	Computing > Generic Computing

Available grade	Achieved

Guidance Information

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   Foundation level word processing skills refer to:
Creating – entering, selecting and placing a variety of text and graphics content; pagination and layout options; acknowledgment of sources;
Editing – move; copy; insert; delete; undo/redo; find and replace; set language; check spelling and grammar;
Printing – basic print settings; review and comments; hard copy; soft copy;
Saving and sharing – 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;

Formatting – text appearance such as font, colour, case, bold, italic, underline, subscript, superscript; as well as formatting page appearance such as page layout, paper size, page orientation, paragraph spacing, line spacing, tabulation, bullets, numbering.
This list is not exhaustive and assessors will need to determine the level of other foundation level word processing skills if included.

4   Definitions
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, *a*nd/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.

5   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
Privacy Act 2020
and any subsequent amendments.
Current legislation and regulations can be accessed at http://legislation.govt.nz.

6   Reference
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 performance criteria

Outcome 1

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

Performance criteria

1.1   User interface of a word processing application is navigated effectively using good practice.

Range   includes but is not limited to – display/hide non-printing formatting marks, 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   includes at least two documents;
                               includes at least 12 foundation level word processing skills with a selection from each of the following categories – creating, editing, printing, saving and sharing;
                               format includes at least five text appearance and five page appearance formatting skills;
                               includes a simple mail merge integrating a minimum of three fields of data, checking resulting document for presentation and accuracy.

Planned review date	31 December 2026

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 January 2017	31 December 2024
Review	2	26 May 2022	N/A

Consent and Moderation Requirements (CMR) reference	0099

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

Comments on this unit standard

Please contact Toi Mai Workforce Development Council qualifications@toimai.nz if you wish to suggest changes to the content of this unit standard.