

Title	Use a word processing application to integrate images, spreadsheet and database data into documents		
Level	3	Credits	5

Purpose	<p>People credited with this unit standard are able to use a word processing application to integrate images, spreadsheet and database data into documents.</p> <p>This unit standard has been developed primarily for assessment within programmes leading to the New Zealand Certificate in Computing (Intermediate User) (Level 3) [Ref: 2592].</p>
----------------	--

Classification	Computing > Generic Computing
-----------------------	-------------------------------

Available grade	Achieved
------------------------	----------

Guidance Information

- 1 Recommended skills and knowledge:
Unit 29769, *Use the main features and functions of a word processing application for a purpose*; Unit 29770, *Use the main features and functions of a spreadsheet application for a purpose*; and Unit 29777, *Use the main features and functions of a database application to create and test a database*; or equivalent knowledge, skills or experience.
- 2 Assessment, where applicable, will be conducted in and for the context of real or realistic organisations 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.
- 3 A brief can be supplied either as part of the learner's employment (in the case of workplace assessment) or in response to a set task. A *brief* is defined as a clear description of both the desirable outcomes sought and the constraints to be met by the solution, and will include meeting appropriate legal (such as image copyright), ethical, moral and presentation considerations. It contains requirements against which the success or otherwise of the documents can be assessed.
- 4 Unformatted text, for use in the word processing, may be provided to the learner. Suitable documents produced for this standard may include but are not limited to letters, newsletters, information sheets, reports, itineraries, promotional material.

Images for inclusion in this standard may be created using Unit 29791, *Capture and prepare digital media for integration into other applications*.

Spreadsheet data for inclusion in this standard may be created using Unit 29786, *Produce a spreadsheet for organisational use*.

Database data for inclusion in this standard may be created using Unit 29787, *Produce and use a relational database to provide a solution for organisational use*.

- 5 Intermediate level word processing skills refer to:
formatting text and documents – page numbering options; page and section breaks; page layout; header and footer features; text format and manipulation/appearance; alignment; columns; hyphenation; multilevel bullets and numbering; styles.
enhancements – boxes; borders; text boxes; charts; design and layout.
tables – design; layout; formatting such as multiple line headings, column widths and style.
mail merge – linking address blocks, fields, or other information from a database or spreadsheet.
other tools – use of drawing tools; use of reviewing tools; templates; setting language; find/replace; embedding charts or graphs; referencing features (footnotes, endnotes, captions, table of contents, index, cross-referencing); customising dictionary; customising interface; customising keyboard for macrons.
This list is not exhaustive and assessors will need to determine the level of other intermediate word processing skills if included.
- 6 Definitions
Attribution refers to the acknowledgement of sources of images – TASL (title, author, source, license).
Appropriate attribution refers to the attribution of any media (images) used that are sourced from creative commons or public domain. Images owned by the learner or a stakeholder do not have to be attributed.
Good practice refers to selecting and using the appropriate feature or function to enable correct use of formatting, enhancements, tables and other tools to create documents.
Images refer to bitmap/raster or vector graphics, and in this standard may include diagrams. Images must retain original integrity, meaning they should not be distorted and should be at the appropriate resolution for the intended output.
Original edited images refer to images created, owned and edited by the learner or owned by a stakeholder which has been edited by the learner.
Presentation means consistent application of the principles of page layout such as – composition of elements upon the page, text hierarchy, consistent typography, balance, harmony, proportion, sequence, contrast repetition, alignment, and proximity.
- 7 Legislation relevant to this unit standard includes 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>.

8 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 <https://www.worksafe.govt.nz/topic-and-industry/work-related-health/ergonomics/safely-using-computers-at-work/>.

Outcomes and performance criteria

Outcome 1

Use a word processing application to integrate images, and spreadsheet and database data into documents.

Range at least three integrated documents, one of which is a mail merge.

Performance criteria

1.1 Multi-paged word-processed documents that integrate images and data are created using intermediate level computing user skills to meet the requirements of a given brief.

Range includes – data and charts from a spreadsheet and a database; object linking and embedding; at least 12 intermediate level word processing skills with a selection from each of the following categories – formatting text and documents; enhancements; tables; mail merge; other tools.

1.2 Original edited images are included in the integrated documents to meet the requirements of a given brief.

Range includes – two images, correct resolution, sized to fit document, appropriate text wrapping, appropriate attribution.

1.3 The integrated documents are produced and modified where needed to meet the requirements of the brief, in accordance with good practice, and display accurately and clearly in hard or soft copy.

Replacement information	This unit standard replaced unit standards 2791 and 24872.
--------------------------------	--

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	28 April 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.