

## National Unit Specification: General Information

<b>UNIT</b>	Computer Application Package (Word Processing): Practitioners
<b>NUMBER</b>	8110157
<b>COURSE</b>	This unit is an optional unit in the Scottish Group Award Computing and Information Technology at Intermediate 2

### SUMMARY

This unit develops word processing skills and associated procedures and knowledge in a wide range of vocational areas.

### OUTCOMES

- 1 Create and edit document files.
- 2 Produce documents to given specifications.
- 3 Output document to specified destinations.

### RECOMMENDED ENTRY

Access to this unit is at the discretion of the centre. It is designed for those who will require to use a word processing package effectively within the workplace.

It is also recommended as a prior training resource for those wishing to follow an SVQ in IT in a training environment. It offers progression from the following National Certificate units: 81093 Introduction to Computer Software or 81095 Introduction to Computer Application Packages; 8110095 Computer Applications Software (Text), 8111005 Information Technology 1, 8111015 Information Technology 2 or Standard Grade in Computing Studies at 3 or above.

### CREDIT VALUE

1 Credit.

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### Administrative Information

<b>Superclass:</b>	CD
<b>Publication date:</b>	Session 1997-98
<b>Source:</b>	Scottish Qualifications Authority
<b>Version:</b>	1

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## **CORE SKILLS**

The achievement of this unit may contribute to the development of core skills, but the assessment arrangements for the unit do not guarantee sufficient evidence for core skills. This means that there is no automatic certification of core skills for this unit.

## National Unit Specification: statement of standards

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Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to the Scottish Qualifications Authority.

### **OUTCOME 1**

Create and edit document files.

#### **Performance Criteria**

- a) New files are created and appropriately named.
- b) Existing files to be edited are correctly located and loaded.
- c) Data is entered and edited to meet specified requirements.
- d) Data checking facilities are effectively used.
- e) Files are stored to meet organisational requirements.

#### **Note on range for the outcome**

Edit: delete; copy; move; insert.

Data: number; text.

Organisational requirements: file naming convention; file storage location; frequency of saving.

Data checking facilities: spell check; print preview

#### **Evidence Requirements**

Performance evidence that the candidate can create and edit files as detailed in the performance criteria across all classes within the range. This may be provided by an observation checklist supported by product evidence in the form of one hard copy of a new document and two hard copies of an existing document before and after editing.

### **OUTCOME 2**

Produce documents to given specifications.

#### **Performance Criteria**

- a) Data handling facilities to input, select and combine stored data are correctly used to meet specifications.
- b) Structure facilities are used correctly to format the document.
- c) Produced documents satisfy layout requirements.
- d) Produced documents are checked to be complete and error free.

## National unit specification: statement of standards (cont)

**UNIT** Computer Application Package (Word Processing): Practitioners

### **Note on range for the outcome**

Data handling facilities; merge data; sort; retrieve.

Data: text; numeric; graphic element.

Structure facilities: forced page break; indexing; paragraph numbering; table of contents; templates.

Format: Character: typeface; size; bold; italic; underline; subscript or superscript.

Numeric: date; field codes.

Graphic: size; orientation; position.

Line: margins; indent; tabs; line spacing.

Page: size; orientation; paragraph numbering; headers; footers; table.

Layout requirements: report; business letter; form; memorandum; fax.

### **Evidence Requirements**

Performance evidence that the candidate can produce documents as detailed in the performance criteria across all classes within the range.

This may be provided by at least one hard copy example of each required layout. These should collectively demonstrate coverage of all range items.

### **OUTCOME 3**

Output document to specified destinations.

#### **Performance Criteria**

- a) Destination device is correctly selected.
- b) Destination devices are checked for readiness to accept output.
- c) Documents are checked for compatibility with specified destination.
- d) Output parameters are identified and set up to meet output requirements.
- e) Output is checked to be complete and accurate

### **Note on range for the outcome**

Output parameters: page range (all, selected, single); number of copies; collation order; print definition.

Destination: hard copy; magnetic storage.

Devices: printer; removable storage media.

## **National unit specification: statement of standards (cont)**

**UNIT**            Computer Application Package (Word Processing): Practitioners

### **Evidence Requirements**

Performance evidence that the candidate can output documents as detailed in the performance criteria across all classes within the range.

This should be provided by an observation checklist supported by at least one hard copy of a document. These should collectively demonstrate coverage of all range items.

## **National unit specification: support notes**

**UNIT**            Computer Application Package (Word Processing): Practitioners

This part of the unit specification is offered as guidance. None of the sections of the support notes is mandatory.

### **GUIDANCE ON CONTENT AND CONTEXT**

The candidate should achieve the level of competence required of a regular user of information technology applications in a commercial or professional situation. Achievement of the outcomes will require access to a personal computer or workstation on an individual basis. Current versions of commercially available software should be used. The component parts of an integrated package may be used to achieve the outcomes. Where the principal package utilised does not cover all of the critical classes required any missing items can be completed on a suitable alternative package.

### **GUIDANCE ON TEACHING AND LEARNING APPROACHES**

Each outcome should not be treated as being isolated. It is suggested that a single task should allow integration of various outcomes/performance criteria throughout the unit.

All tasks carried out should be relevant to the candidate's vocational area wherever possible. Final versions of documents, reports, exercises etc. should be of a quality suitable for external presentation.

Corresponding to outcomes:

- 1        Data can be provided for the candidate in either written form or as plain text format on disk. Any data provided on disk should be stored in a hierarchical file structure to allow the candidate the opportunity of locating the files.

Files should be updated to meet a set of minimum standards which should be made available. A range of realistic documents should be produced (eg. menus, business letters, faxes, reports and e-mail).

This outcome is intended to be an introductory one and so the coverage should be reasonably light.

- 2        A range of realistic documents should be produced to meet a minimum standard set by the centre. This standard should be made available.

The data required can be provided either in paper form or as plain text format on disk. A minimum organisational standards document should be available within the centre in order to give the candidate a realistic standard against which to work. This standard should be of a reasonably short length (e.g. 1-A4 page).

## National unit specification: support notes (cont)

### UNIT Computer Application Package (Word Processing): Practitioners

The letter should include some data merging within the body of the text. It is suggested that at least two of the mail merge letters are available as hard copy along with the template letter required and the list of intended recipients. The list of intended recipients can be in the form of an external database or as an integral part of the package being used. The data list required for the mail list exercise can be provided as a file or as a paper listing. The reference to graphic element can be as simple as inserting a pre-prepared clipart picture into the document.

Evidence for the range reference to page size can be in the form of either hard copies in different page sizes and orientation or other evidence that the candidate is aware of the necessary steps involved in carrying these out within the package. This evidence could be in the form of screen shots of the on-line help pages describing how these are carried out. Candidates could present two copies of the finished mail merge letter along with a copy of the associated template.

- 3 The candidate must be aware of the procedures for the selecting and setting up of an appropriate hard copy device even if the centre has only a single device connected. In this situation it is suggested that the centre could add an additional printer driver to the system and allow the candidate to select the appropriate printer configuration through the software options. The candidate is additionally expected to ensure that it is on line, has paper loaded and is connected to the candidate's machine.

The range includes print definition but although some printers do not support draft mode etc. it is essential that the candidate is aware of this software feature. The candidate is also expected to select a suitable directory as a destination. If the destination is a diskette the candidate is expected to ensure that the disk is formatted, contains a suitable directory structure and is not write-protected.

### GUIDANCE ON APPROACHES TO ASSESSMENT

Centres may use the Instruments of Assessment which are considered by the tutor/trainer to be the most appropriate. Examples of Instruments of Assessment which could be used are:

- Practical Exercises
- Log Books
- Assignments