

Unit D79G 04 (2R6)

Prepare and print documents using a computer

This Unit has the following elements:

Element 1 (2R6.1)

Enter and edit text

Element 2 (2R6.2)

Format and layout documents

Element 3 (2R6.3)

Print documents

Candidate Name:

Assessment Centre:

I have completed the requirements of this Unit.

Candidate signature: _____ **Date:** _____

I can confirm the candidate has completed all requirements of this Unit.

Assessor signature: _____ **Date:** _____

Assessor counter signature:
(where applicable) _____ **Date:** _____

IV signature: _____ **Date:** _____

IV counter signature:
(where applicable) _____ **Date:** _____

Unit D79G 04 (2R6)

Prepare and print documents using a computer

Unit Summary

This Unit is about preparing and printing documents using a computer word processing package.

This Unit is the same as the Council for Administration Unit 204.

The typical day-to-day activities you might carry out for this Unit include:

- ◆ entering and checking text
- ◆ editing the text
- ◆ saving files
- ◆ merging data from other files
- ◆ laying out documents
- ◆ printing documents

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Element 1 (2R6.1)

Enter and edit text

What you must do (circled numbers must be observed)		Assessor initials/date
Evidence for the remaining points may be assessed through questioning or witness testimony		
①	Obtain clear information about the text you have to input	
②	Enter the text from the original as requested	
③	Check the text and correct any errors	
④	Edit the text to meet requirements	
⑤	Make sure the text is saved on a regular basis to avoid the accidental loss of data	
⑥	Save the document in the correct file format and location, using an appropriate file name and following your organisation's procedures	
⑦	Deal effectively with any problems following your organisation's procedures	

What you must cover (minimum requirement for observation in italic and bold)	Activity/Evidence (insert tick or supplementary reference)					
	1	2	3	4	5	6
Evidence for the remaining points may be assessed through questioning or witness testimony						
<i>Input text from one of the following originals:</i>						
printed text or Braille (voice activated or tape options can be used instead of Braille)						
text hand written by someone else						
<i>Check the text using two of the following methods:</i>						
using a dictionary						
checking with the person who gave you the document to produce						
using program help files/spell checkers						
<i>Edit the text using all of the following methods:</i>						
manual delete and replace						
using automatic search and replace routines						
moving blocks of text to a new place in the document						

Examples of evidence

Observing the candidate typing text and editing documents whilst performing their job eg typing a document on the computer using word processing software, then carrying out any amendments following a review by the person requesting the work.

Work products produced by the candidate whilst performing their job eg copies of the original hand-written document together with the typed and proof-read final version of the document.

Authentic witness testimonies eg from the candidate's line manager or the person the work was prepared for.

Responses to questions asked by the assessor to confirm the candidate's competence, particularly for underpinning knowledge, scope or contingencies.

Unit D79G 04 (2R6)**Prepare and print documents using a computer****Element 1 (2R6.1)****Enter and edit text**

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		
4		
5		
6		

Unit D79G 04 (2R6)

Prepare and print documents using a computer

Element 2 (2R6.2)

Format and layout documents

What you must do (circled numbers must be observed)		Assessor initials/date
Evidence for the remaining points may be assessed through questioning or witness testimony		
①	Obtain clear information about the format and layout that you have been asked to produce	
②	Place data from other files into the correct place in the document	
③	Format text in the document as required	
④	Layout the document as required	
⑤	Check that the document meets the requirements of the person requesting it and make any alterations accordingly	
⑥	Save the document in the correct file format and location, using an appropriate file name and following your organisation's procedures	

What you must cover (minimum requirement for observation in italic and bold)	Activity/Evidence (insert tick or supplementary reference)					
	1	2	3	4	5	6
Evidence for the remaining points may be assessed through questioning or witness testimony						
<i>Place all of the following types of data:</i>						
text						
tables of numbers or data						
graphics						
<i>Format text in all the following ways:</i>						
create bullet and number lists						
format font						
indent paragraphs						
justify paragraphs						
alter line spacing						
format text as a table						
tab text						
<i>Layout the document in all the following ways:</i>						
alter page orientation and size						
alter margins						
add page numbers						
add headers and footers						

Examples of evidence

Observing the candidate designing, typing and formatting a text document using the computer whilst performing their job eg amending the format of certain items of text such as underlining titles.

Work products produced by the candidate whilst performing their job eg copies of the original hand-written document together with the typed, formatted and proof-read final version of the document.

Authentic witness testimonies eg from the candidate's line manager or the person the work was prepared for.

Responses to questions asked by the assessor to confirm the candidate's competence, particularly for underpinning knowledge, scope or contingencies.

Unit D79G 04 (2R6)**Prepare and print documents using a computer****Element 2 (2R6.2)****Format and layout documents**

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		
4		
5		
6		

Unit D79G 04 (2R6)

Prepare and print documents using a computer

Element 3 (2R6.3)

Print documents

What you must do (circled numbers must be observed)		Assessor initials/date
Evidence for the remaining points may be assessed through questioning or witness testimony		
①	Access the correct document, obtaining any necessary permission to do so	
②	Check that the document is complete and ready for printing	
③	Print the document to meet all the agreed requirements	
④	Check that the printed document meets the needs of the person who asked for it, making any alterations as required	
⑤	Deal effectively with any problems during printing	

What you must cover (minimum requirement for observation in italic and bold)	Activity/Evidence (insert tick or supplementary reference)					
	1	2	3	4	5	6
Evidence for the remaining points may be assessed through questioning or witness testimony						
<i>Meet all of the following requirements:</i>						
printing out a number of copies						
printing out a specified range of pages						
page orientation						
headed/special paper						
<i>Deal with three of the following types of problems:</i>						
printer off-line						
printer out of paper						
printer out of toner						
paper jam						

Examples of evidence

Observing the candidate printing the typed document, using the computer whilst performing their job eg replacing the toner cartridge on the computer printer to obtain a clear copy.

Work products produced by the candidate whilst performing their job eg copies of the final printed document.

Authentic witness testimonies eg from the candidate’s line manager or the person the work was prepared for.

Responses to questions asked by the assessor to confirm the candidate’s competence, particularly for underpinning knowledge, scope or contingencies.

Unit D79G 04 (2R6)**Prepare and print documents using a computer****Element 3 (2R6.3)****Print documents**

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		
4		
5		
6		

What you must know for the Unit	
For the whole Unit	
K1	The importance to your team and organisation of producing documents that are accurate, correctly spelt, laid out and printed in a professional manner
K2	The importance of being clear about what you have to enter, edit, layout and print
K3	The importance of asking questions when you are unsure and how to ask these questions
K4	The importance of meeting the requirements of the person asking for the document and making the alterations they ask for
K5	How to start up and close down the software normally used to produce documents in your organisation
K6	The conventions for naming and saving files in your organisation
K7	The house styles for various documents produced regularly by your team
K8	Basic health and safety regulations when using a computer
K9	How to deal with sensitive or confidential information
Element 1 (2R6.1) Enter and edit text	
K10	The keyboard layout and how to use a keyboard to achieve all the required characters
K11	How to copy type, ensuring originals are in an appropriate position, for efficiency, comfort and health and safety
K12	How to check a document using the methods listed and what to be careful about when using program help files and spell checkers
K13	How to use the correction methods listed and what to be careful about when moving blocks of text
K14	The importance of making sure text is saved on a regular basis and how to do so
K15	Different file formats to save word processing documents and how to select the one that is required
K16	How to deal with the range of problems listed
Element 2 (2R6.2) Format and layout documents	
K17	How to access, copy and paste data from other files and what to be careful about when pasting in data
K18	How to achieve the types of text formats listed
K19	How to achieve the types of layouts listed
Element 3 (2R6.3) Print documents	
K20	The permission you may need to access documents for printing and how to access these documents
K21	The importance of checking that the document is complete and ready for printing, and how to do so
K22	How to achieve the specifications listed
K23	How to deal with the problems listed whilst avoiding waste

Knowledge evidence retained

Assessor signature: _____

Date: _____

Candidate name:		Assessor initials/date
Ref	Supplementary evidence	
A		
B		
C		
D		
E		
F		
G		
H		

Assessor Feedback