



NZQA 102 - Key Boarding Skills 2 - Business Information Processing

Programme Title:	Business Information Processing		
Module Title:	Consolidate keyboarding skills and produce accurate text		
Content Provider:	Software Educational Resources Limited (SERL)		
	Version: 5	Level: 1	Credits: 3

Overview

People credited with this unit standard are able to use keyboarding skills to produce text output, and develop keyboarding skills to produce text with accuracy.

Content Outline

Word Basics

- Microsoft Word
- The Word Screen
- Toolbars
- The Task Pane
- Document Basics
- Closing Documents
- New Documents
- Existing Documents

Formatting Text

- Character Formatting
- Paragraph Alignment
- Vertical Alignment

Symbols and Paragraphs

- Symbols
- Paragraphs
- Line Spacing
- Bullets
- Numbering

Language and Editing

- Checking as You Type
- Spelling and Grammar
- The Thesaurus
- Proofreading
- Language Hints
- Use of Capital Letters
- Correction Signs
- Basic Editing
- Word Count

Numbers

- Rules for Numbers
- Date and Time
- Roman Numerals

Multi-Page Documents

- Margins
- Page Breaks
- Page Numbers

Assessment / Certification / Qualification

What is Intuto offering?

1. Online test/assessment; theory based only, where % score and number of attempts is recorded.
2. NZQA paper based assessments; candidate and assessor copies – for site implementation, marking and submission to NZQA for moderation.

Suggested Learning Hours

Estimated time for completion of 'NZQA 102 – Keyboarding Skills 2' is thirty (30) hours.