



NZQA 111 – Word Processing (Word) - Business Information Processing / Business Administration

Programme Title:	Business Information Processing / Business Administration		
Module Title:	Use a word processor to produce documents		
Content Provider:	Software Educational Resources Limited (SERL)		
	Version: 5	Level: 2	Credits: 5

Overview

People credited with this unit standard are able to: describe the basic principles, terminology and techniques used for word processing; and apply the basic principles, terminology and techniques used for word processing to produce documents.

Content Outline

<p>Word Fundamentals</p> <ul style="list-style-type: none"> • Introduction • Starting and Exiting Word • The Word Screen • Toolbars and Rulers • The Task Pane <p>Word Documents</p> <ul style="list-style-type: none"> • Document Basics • Closing Documents • New Documents • Existing Documents • Save As <p>Essential Skills</p> <ul style="list-style-type: none"> • Moving the Cursor • Selecting Text <p>Language</p> <ul style="list-style-type: none"> • Checking as You Type • AutoCorrect • Spelling and Grammar • The Thesaurus <p>Editing</p> <ul style="list-style-type: none"> • Correction Signs • Basic Editing • Moving/Copying – Pt1 • Moving/Copying – Pt2 • Find and Replace <p>Printing</p> <ul style="list-style-type: none"> • Print Preview • Print 	<p>Viewing and Help</p> <ul style="list-style-type: none"> • Document Views • Zoom • Help <p>Character Formatting</p> <ul style="list-style-type: none"> • Character Formatting • Changing Case • Headings and Layout <p>Graphics and Symbols</p> <ul style="list-style-type: none"> • Graphics • Symbols • Insert Date <p>Paragraph Formatting</p> <ul style="list-style-type: none"> • Paragraph Formatting • Paragraph Alignment • Indentation • Line Spacing • Tabs • More on Indentation <p>Bullets and Numbering</p> <ul style="list-style-type: none"> • Bullets • Paragraph Numbering • Achieving Consistency <p>Page Layout</p> <ul style="list-style-type: none"> • Margins • Page Breaks • Vertical Alignment • Paper Size • Page Numbers
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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 111 – Word Processing (Word)' is fifty (50) hours.