



## NZQA 2791- Integrating Data (Word, Excel, Access) - Generic Computing

Programme Title:	Generic Computing		
Module Title:	Integrate spreadsheet and database data into a word processed document to solve a problem		
Content Provider:	Software Educational Resources Limited (SERL)		
	Version: 5	Level: 2	Credits: 3

### Overview

People credited with this unit standard are able to: plan a word processed document that integrates spreadsheet and database data to provide a solution; create a word processed document that integrates provided spreadsheet and database data; use the document to provide a solution; and evaluate the integrated documents.

### Content Outline

#### Data Integration

- Integrating Data
- Integration Basics
- The Working Plan
- Evaluation

#### Worksheets

- Copy and Paste
- Drag and Drop
- The Office Clipboard
- Linking

#### Databases

- Cut, Copy and Paste
- Drag and Drop
- Linking Database Data

#### Mail Merge

- Concepts in Mail Merge
- Setting up the Mail Merge
- Creating the Main Document
- Merging the Documents

### 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 2791- Integrating Data (Word, Excel, Access)' is thirty (30) hours.