

Domain	COMPUTING FUNDAMENTALS	Unit ID: 167
Title:	Perform basic word processing	
Level: 1		Credits: 10

Purpose

This unit standard specifies the competencies required to perform basic word processing procedures. It includes producing a basic word document, retrieving, formatting and editing a document, using spelling and grammar-check functions, using the Help function in a word processing package and printing a word processing document. This unit standard is intended for people requiring basic computing skills in order to engage in paid employment, other forms of work and/or vocational education and training.

Special Notes

1. To demonstrate competence, at a minimum, evidence is required from a workplace or simulated workplace or an appropriate simulated realistic environment of access enter and exit a word processing package is applied, basic formatting and text editing styles are applied, spelling and grammar functions are used, use of the Help function is applied and knowledge to produce a hard copy of a document is demonstrated.
2. Tools and equipment may include but are not limited to computer, external devices, storage devices and basic computer applications.
3. Performance of all elements in this unit standard must comply with all relevant workplace requirements and /or manufacturer's specifications.
4. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act, No. 6, 1992
 - Workplace specific policies and regulations
 - Occupational Health and Safety Regulations No. 18, 1997 and all subsequent amendments

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Produce a basic word processing document

Performance Criteria

- 1.1 Word processing package is accessed.
- 1.2 Text is entered according to specifications.
- 1.3 Document is saved in appropriate location.
- 1.4 Word processing application is closed and exited.

Element 2: Retrieve, format and edit a word processing document

Range

Formatting may include but is not limited to bold, italics, underline and alignment.

Editing may include but is not limited to copy, paste, undo, redo, cut, move and insert.

Performance Criteria

- 2.1 Document is opened.
- 2.2 Document is formatted.
- 2.3 Document is edited.

Element 3: Use spelling and grammar functions

Performance Criteria

- 3.1 Spelling function is used to check document.
- 3.2 Grammar function is used to check document.
- 3.3 Thesaurus feature is used.

Element 4: Use the Help function in a word processing document

Performance Criteria

- 4.1 Help function is activated.

- 4.2 Basic search criteria are entered.
- 4.3 Results are displayed and applied.

Element 5: Print a word processing document

Range

Basic trouble shooting procedures may include but are not limited to page orientation, print option, paper supply, power supply and cable connections.

Performance Criteria

- 5.1 Printing procedures are applied in line with specifications.
- 5.2 Basic troubleshooting procedures are applied.

Registration Data

Subfield:	Information Communication Technology
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