

	Unit ID: 2330
Domain	INFORMATION AND COMMUNICATION TECHNOLOGY- FOUNDATION
Title:	Use basic word processing
Level: 2	Credits: 10

Purpose

This unit standard is intended for those who use basic word processing. People credited with this unit standard are able to produce a word document, retrieve and edit a word document, format texts and paragraphs, use help functions in a word document, print a word document, apply footnotes and endnotes, perform document illustrations and perform page layout.

This unit standard is intended for those who work in the information and communication technology environment.

Special Notes

1. Entry information:

Prerequisite:

- None.

2. This unit standard is to be delivered and assessed in the context of information and communication technology

3. Assessment evidence may be collected from a real or a simulated workplace in which ICT operations are carried out.

4. Glossary of terms

- *Spelling and Grammar* – It is a computer build-in function used for spelling and grammar corrections.
- *Help Functions* – it is a computer build-in function used for getting information of meanings of word and values.
- *Retrieve* – re-opening a previous stored document.
- *Formatting* – Commands affect how information appears within a document (formatting can be performed prior to or after entering text).

- *Thesaurus* – it's a dictionary of synonyms and antonyms
- *Word count* – Number of words in a document can be counted, as well as the number of characters, lines, paragraphs, etc.

5. Performance of all elements in this unit standard must comply with industry standards

4. Regulations and legislation relevant to this unit standard include the following:

- Labour Act 2007(Act No 11, 2007)
- Workplace specific policies and regulations
- Regulations relating to the health and Safety of employees at work under Schedule 1 (2) of the Labour Act No.11 of 2007 and all subsequent amendments.

Quality Assurance Requirements

This unit standard and others within this sub-field 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 on www.namqa.org and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Produce a word document

Performance Criteria

- 1.1 Word processing application is accessed.
- 1.2 Text is entered by typing or copy/cut and paste.
- 1.3 Document is saved in specified location.
- 1.4 Document is closed and word processing application is exited.

Element 2: Retrieve and edit a word document

Range

Methods of retrieving and editing a word document includes but is not limited to document naming, storing, and retrieval, editing, undo/redo, previewing and printing.

Performance Criteria

- 2.1 Document is retrieved.
- 2.2 Document is edited according to task requirement.
- 2.3 Spelling and grammar checking, undo/redo function is performed.
- 2.4 Find and Replace is performed.
- 2.5 Document is saved according to instruction.

Element 3: Format texts and paragraphs

Range

Formatting may include but is not limited to bold, italic, underline and alignment, font (style, size, colour), paragraph (line spacing and indentation, tables and columns, borders and shading, etc

Performance Criteria

- 3.1 Font attributes are applied according to instructions.
- 3.2 Indents and spacing are performed.
- 3.3 Tables are inserted according to instruction.
- 3.4 Columns are set according to instruction.
- 3.5 Borders and shadings are applied.
- 3.6 Thesaurus feature is used in accordance with instructions.
- 3.7 Document is previewed, adjusted, edited and saved in line with task requirements.

Element 4: Use Help functions in a word document

Performance Criteria

- 4.1 Help function is launched.
- 4.2 Basic search criteria are entered.
- 4.3 Results are displayed and applied according to instructions.

Element 5: Print a word document

Range

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

Performance Criteria

- 5.1 Print preview is performed.
- 5.2 Printer selection is performed.
- 5.3 Word document is printed in line with given instructions.

Element 6: Apply Footnotes and Endnotes

Range

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

Performance Criteria

- 6.1 Insert/Edit and formatting of footnotes is inserted according to instructions.
- 6.2 Converting footnotes to endnotes is illustrated.

Element 7: Perform document illustrations

Range

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

Performance Criteria

- 7.1 Charts/Graph is inserted.
- 7.2 Pictures are inserted from computer and various source.
- 7.3 Shape is inserted according to instructions.

Element 8: Perform page layout

Range

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

Performance Criteria

- 8.1 Margins are performed according to instruction.
- 8.2 Page orientation is performed according to instruction.
- 8.3 Headers and footers are inserted.

Registration Data

Subfield:	Information and Communication Technology
Date first registered:	30 July 2020
Date this version registered:	30 July 2020
Anticipated review:	2025
Body responsible for review:	Namibia Training Authority