

		<b>Unit ID: 2336</b>
<b>Domain</b>	<b>INFORMATION AND COMMUNICATION TECHNOLOGY- FOUNDATION</b>	
<b>Title:</b>	<b>Perform advanced word processing</b>	
<b>Level: 3</b>		<b>Credits: 5</b>

### **Purpose**

This unit standard is intended for those who perform advanced word processing. People credited with this unit standard are able to create structured documents, apply advanced formatting, demonstrate an understanding of referencing, enhance word processing productivity and perform page background.

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

### **Special Notes**

1. Entry information:

Prerequisite:

- Unit ID: 2330 Use basic word processing

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

- *Smart Arts* - it's a feature that is introduced in Microsoft office to create simple and affective diagrams, organs chats and flow charts
- *Chart* - is a sheet of information in a form of a table, graph, or diagram

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

6. 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 & 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](http://www.namqa.org) and the Namibia Training Authority on [www.nta.com.na](http://www.nta.com.na)

## **Elements and Performance Criteria**

### **Element 1: Create structured documents**

#### **Range**

Structured documents design may include but are not limited to title page, contents page, creating header and footer, adding page numbers, formatting: font, paragraphs, styles and themes, creating document templates, illustrations and pictures, page breaks, captions, using quick parts and automated fields and page borders.

Structured documents may include but is not limited to title page, executive summary, and table of contents, introduction, reports content, conclusion, recommendation, appendix, bibliography and references.

#### **Performance Criteria**

- 1.1 Documents formats are identified, selected and used according to specific task requirements.
- 1.2 Document is designed and structures are outlined.
- 1.3 Document is written, edited and proof read in line with specific instructions.
- 1.4 Document checklist is completed and report saved according to instructions.
- 1.5 Cover page template is manipulated.

### **Element 2: Apply advanced formatting**

#### **Range**

Advanced formatting may include but not limited to text formatting, paragraphs, styles, columns and tables.

## **Performance Criteria**

- 2.1 Advanced text formatting is applied according to instructions.
- 2.2 Paragraph formatting is applied according to instructions.
- 2.3 Styles are created, modified and updated according to instructions.
- 2.4 Column layouts are applied according to instructions.
- 2.5 Tables are manipulated according to instructions.

## **Element 3: Demonstrate an understanding of referencing**

### **Range**

Referencing may include but not limited to captions, footnotes, endnotes, reference tables and indexes, bookmarks and cross-references.

## **Performance Criteria**

- 3.1 Captions, footnotes and endnotes are added according to specific instructions.
- 3.2 Reference tables and indexes are created according to task requirements.
- 3.3 Bookmarks and cross-references are added and deleted according to instructions.

## **Element 4: Enhance word processing productivity**

### **Range**

Enhancing productivity may include but are not limited to using fields, forms, templates, mail merging, linking, embedding and automation

## **Performance criteria**

- 4.1 Fields are created and manipulated according to instructions.
- 4.2 Mail Merge is performed according to instructions.
- 4.3 Linking and embedding is performed according to instructions.

## **Element 5: Perform page background**

### **Range**

Page background may include but are not limited to the use of gradients, patterns, pictures, solid colors or texture backgrounds.

### **Performance criteria**

- 5.1 Watermarks, page borders and page colors are selected and applied according to specific instructions.
- 5.2 Fill effects or special effects are performed.
- 5.3 Background is added and removed in accordance with task requirements.

### **Registration Data**

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