

Learning Assessment Guide

Unit Standard 111 – Version 4

Operate a word processor

Level 2 – 5 Credits

Unit Standard 112 – Version 5

Produce information using word processing functions

Level 3 – 5 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

This Learning Assessment guide is made up of:

- Task sheets for you to complete.
- The Assessment guide summary that the assessor will use to assess your competence.

The tasks in this assessment are designed to show your assessor that you can:

- 1 Describe and apply the basic principles, terminology and techniques used for word processing to produce documents.
- 2 Apply word processing features and functions to produce information.
- 3 Apply file management and printing techniques to manage document production.

Assessment Task One

Introduction

Task one is designed to assess your ability to explain the basic principles, terminology and techniques used for word processing.

Instructions

- 1 Complete the chart by giving a description for each of the word processing terms, principles and/or techniques listed in the left hand column. The first description is given as an example.
- 2 Your assessor may ask further questions to clarify or expand on your descriptions.

Word Processing Terminology, Principles and Techniques	Description
Document previewing	Viewing the document prior to printing, displays the document as it will look when printed. It allows the operator to check that the document is formatted properly.
Document naming	
Document retrieval	
Document printing	
Document formatting	
Document storing	
Editing	
Customising programme	
Manipulating text	

Assessment Task Two

Introduction

Task two is designed to assess your ability to apply the basic principles and terminology of word processing and their associated techniques and functions to produce documents.

Instructions

- 1 Ensure that your assessor or agreed observer is available to observe you complete this assessment task.
- 2 Give your assessor, or agreed observer the 'Observation Checklist' to document their observations. This form shows you exactly what the observer is looking for in this assessment.
- 3 Follow the task instructions.

If you make an error, this will not count against you as long as you identify and correct the error during the exercise.

There is no strict time limit, but the tasks should be completed in a time that is acceptable to your workplace.

Task Instructions

- 1 Log on to your computer using your password and open your word processing programme.
- 2 Open a new file, and type the following in the font of your choice.

TRIPLE PLAY PLUS

Joseph Pau, the managing director of Edutainment NZ, distributor of **Triple Play Plus**, started selling language software early last year.

“It was a bit quiet for the first six months,” he said. “Then, we began to get a lot of feedback from schools around New Zealand.”

“School language labs are now the fastest growing market.”

Language software programmes include:

Learning Company, German, Spanish and Japanese	\$199.95
Triple Play Plus, French, Japanese, German	\$199.95
Let's Talk, Spanish, French, German, Italian	\$99.95

An expanded range of language software programmes is helping New Zealanders avoid humiliation in other countries. The multimedia language learning disks are interactive, use role-playing dialogues, record and playback to assist pronunciation.

- 1 Save the document as “Triple Play” in any folder.
- 2 Display the folder contents.
- 3 Print this document and write ‘Print out 1’ at the top of the page.
- 4 Move the final paragraph to just under the heading.
- 5 Insert a four row x two column table just under the words “Language software programmes include:” and put the information on products and prices that follow that heading into the chart. Insert appropriate titles for the two columns in the first row of the table.
- 6 Change the font to Arial 14 for the main heading. Set the table at Arial 12. Change the rest of the body text to Times New Roman 12 and save.
- 7 Centre the main heading. Left justify the first column of the table, centre the second column and justify the rest of the document.
- 8 Run the spell check and (if you have one) the grammar check.
- 9 Copy the file, and name the new file ‘Double Play’. Close ‘Triple Play’.
- 10 In the new file, find the word ‘Triple’ and replace it with ‘Double’ throughout the document, using the find and replace function.
- 11 Move the first paragraph to the end of the document. Abandon this change and save the document.
- 12 Print the first paragraph (block of text) and write “Print out 2” at the top of the page.

- 13 Use the Print Preview function to view the document.
- 14 Minimise the screen and then maximise the screen.
- 15 Print this document and write 'Print out 3' at the top of the page.
- 16 Close the document.
- 17 Create a folder named "Double Play". Move the document to this new folder.
- 18 Attach Print out 1, 2 and 3 to this Learning Assessment Guide. Demonstrate that you can:
- 19 Load paper into the printer.
- 20 Change print cartridge in printer.
- 21 Back up a file.
- 22 Copy a file on to a disc.
- 23 Difference between programme files and document files.
- 24 Identify printer capability and settings, including the selection of an alternative printer where available.

Observation Checklist
(for use by assessor or approved observer)

Learner Name			
Name of Assessor or Approved Observer		Phone	
Position		Date	
Email			

Task	Comment	✓ or x
1 Logs on to the computer, including use of password and opens the word processing programme.		
2 Opens a new file and types in the script provided.		
3 Saves the document as "Triple Play" in a folder.		
4 Displays folder contents.		
5 Prints the document.		
6 Moves the final paragraph to just under the heading.		
7 Inserts a four line x two column table just under the words "Language software programmes include:" and puts the information on products and prices that follow that heading into the chart. Inserts appropriate titles for the two columns in the first row of the table.		
8 Changes the font to Arial 14 for the main heading, the chart is set at Arial 12 and the rest of the body is set at Times new Roman 12.		
9 Centres the main heading. The table should have the first column left justified and the second column centred. Justifies the rest of the document.		

Task	Comment	✓ or X
10 Runs the spell check and (if they have one) the grammar check.		
11 Copies the file, and names the new file 'Double Play'. Closes 'Triple Play'.		
12 In the new file, finds the word 'Triple' and replaces it with 'Double' throughout the document, using the find and replace function.		
13 Moves the first paragraph to the end of the document. Abandons this change and saves the document.		
14 Prints the first paragraph (block of text).		
15 Uses the Print Preview function to view the document.		
16 Minimises and maximises the screen.		
17 Prints the document.		
18 Closes the document.		
19 Creates the folder and names it Double Play. Moves the document to this new folder.		
20 Attaches all print outs.		
21 Loads paper into the printer. 22		
23 Changes print cartridge in printer.		
24 Backs up a file, copying and disc storage procedures.		
25 Copies a file on to a disc.		
26 Differentiates between programme files and document files.		
27 Identifies printer capability and settings, including the selection of an alternative printer where available.		

Assessment Task Three

Introduction

Task three is designed to assess your ability to apply word processing features and functions to produce information.

Instructions

- 1 Produce a range of documents (minimum of three documents) that show your application of the principles, features and functions of word processing to produce information.
- 2 These documents need to illustrate the following:

A minimum of five display and formatting features.

The five features need to be demonstrated in at least one of the documents. It is not expected that five features be covered in each document. These could include but are not limited to:

- Pagination options
- Page layout
- Header and footer features
- Font selection and size
- Text format
- Use of lines
- Boxes
- Borders
- Alignment
- Columns
- Bullets and simple numbering

Document enhancement features.

The documents should show that you can:

- Create templates
- Insert data
- Mail merge documents
- Apply sorting options

The documents should also show that you can produce tables with:

- Multiple line headings
- Ruled and non-ruled columns
- Range of column widths.

- 3 Add your name and document names to the Manager / Supervisor verification form. Your manager or supervisor needs to sign this form to confirm that you produced the documents, and they are in accordance with the work output and style requirements of your organisation.

Manager or Supervisor Verification Form

To: Manager or Supervisor of learner

_____ (name of learner) is currently being assessed for:

- Unit Standard 112, Version 4 Produce information using word processing functions and
- Unit Standard 111, Version 5 Operate a word processor.

S/he has submitted the following documents for this assessment

1 _____

2 _____

3 _____

Your knowledge of the learner and his/her work is sought to confirm that:

- 1 The documents were produced by the learner;
- 2 Style requirements and organisational output requirements were met in the production of these documents.

Signature and name of verifier: _____

Position of verifier
(in relation to the learner): _____

Date verified: _____

Thank you for your assistance.

Assessment Results

These are the judgements that your assessor will use to assess you.

A clear description is given for each of the word processing terms, principles and/or techniques listed.	Yes	No
Observation Checklist shows that the learner has performed all tasks adequately (requires ticks in the right column for all items).	Yes	No
Three print outs for assessment task 2 are attached and are the same as the print outs in the assessor guide.	Yes	No
A minimum of three documents are produced that show the learner has applied the principles, features and functions of word processing to produce information. These documents show: <ul style="list-style-type: none"> • A minimum of 5 display and formatting features. The five features need to be demonstrated in at least one of the documents. • Templates are created and variable data is inserted. • Mail merge documents are created and merging options are applied. • Sorting options are applied. • Tables are produced incorporating multiple line headings, ruled and non-ruled columns, and a range of column widths. 	Yes	No
Manager or Supervisor Verification form is signed and confirms that the learner produced the documents and they are in accordance with the work output and style requirements of the organisation.	Yes	No