

Learning Assessment Guide

Unit Standard 113 – Version 5

Produce information using advanced word processing functions

Level 4 – 10 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 assessment guide is made up of:

- Tasks for you to complete.
- Assessment Results that your assessor will use to assess your competence.

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

- 1 Apply advanced features and functions of word processing to produce information.
- 2 Apply advanced file management and printing techniques to the management of information production.

Assessment Task One – Element 1

This assessment is designed to assess your ability to use a number of advanced word processing functions.

Task Instructions

- Provide five documents that you have assembled and edited that show your application of the principles, features and functions of advanced word processing. These could be documents you have produced for the assessment, or within the past 12 months.
- These documents will need to illustrate advanced formatting features which may include the following:
 - selection and variation of fonts
 - page layout
 - use of portrait and landscape page orientation
 - page and section breaks
 - alignment
 - outline numbering
 - use of document enhancement and text formatting features.
- Within the range of documents produced, the following must be included:
 - multiple columns and tabulated material.
 - at least two advanced entry features which may include:
 - creating and applying macros
 - creating and editing styles
 - hyperlinks.
 - at least three display techniques which may include:
 - drawing
 - boxes
 - borders
 - shading
 - graphics.
 - templates that you have created and inserted variable data.
 - advanced mail merge documents including three of:
 - conditional merge
 - multiple merges from same data source
 - linked files
 - if/then/else statements
 - random data records
 - linked database.

- These should be presented in accordance with the organisation's output requirements and in-house organisational style requirements.
- See the accompanying Document Checklist to get a further idea of what your assessor is looking for and number of examples required.
- Have your manager sign the Verification Form as evidence that these documents have been produced in accordance the requirements of your organisation.

Document Checklist

(For use by assessor or approved observer)

Please indicate ✓ or x whether each feature has been adequately demonstrated in the documents provided and yes/no whether the criteria have been met for that category

Principles and techniques demonstrated	Comments	Meets criteria
Five documents have been produced including documents that have been assembled and edited.		Yes/No
<p>Advanced formatting features are demonstrated as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> selection and variation of fonts <input type="checkbox"/> page layout <input type="checkbox"/> portrait and landscape page orientation <input type="checkbox"/> page and section breaks <input type="checkbox"/> margin alignment functions <input type="checkbox"/> outline numbering <input type="checkbox"/> document enhancement and text formatting features <input type="checkbox"/> other (please list). <input type="checkbox"/> Verification Form indicates that organisational output and in-house style requirements are met through the use of these features. 		Yes/No
<p>Documents incorporate advanced entry features in accordance with system features. Features may include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> creating and applying macros <input type="checkbox"/> creating and editing styles <input type="checkbox"/> hyperlinks. <input type="checkbox"/> Evidence of two of the above is required. <input type="checkbox"/> Verification Form indicates that organisational output requirements are met through the use of these features. 		Yes/No
<p>Documents are produced which show use of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Multiple columns. <input type="checkbox"/> Tabulated material. 		Yes/No

Principles and techniques demonstrated	Comments	Meets criteria
<input type="checkbox"/> Verification Form indicates that the use of these features results in the meeting of organisational output requirements.		
<p>The following display principles and techniques are demonstrated:</p> <input type="checkbox"/> drawing <input type="checkbox"/> borders <input type="checkbox"/> boxes <input type="checkbox"/> shading <input type="checkbox"/> graphics. <input type="checkbox"/> Other (please list) <input type="checkbox"/> Evidence of three required <input type="checkbox"/> Verification Form indicates that organisational output is met.		Yes/No
<p>Evidence is shown of the use of:</p> <input type="checkbox"/> Templates being created. <input type="checkbox"/> Variable data inserted in accordance with the output required.		Yes/No
<p>Evidence is shown of documents created using at least three advanced merging options which may include:</p> <input type="checkbox"/> conditional merge <input type="checkbox"/> multiple merges from same data source <input type="checkbox"/> linked files <input type="checkbox"/> if/then/else statements <input type="checkbox"/> random data records <input type="checkbox"/> linked database.		Yes/No
<p>Signed: _____ Date: _____</p>		

Verification Form

Unit 113 V5 – Produce information using advanced word processing functions.

To: Manager or Supervisor

_____ (name of learner) is currently being assessed for the above unit standard. S/he is required to submit documents which demonstrate application of the following principles, features and functions of word processing:

- Advanced formatting features.
- Advanced entry features.
- Multiple columns and tabulated material.
- Graphics tools such as lines, drawing, boxes and borders, graphics.
- Advanced templates.
- Advanced merging options.

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

1. the following documents were produced by the learner;
2. in-house style requirements are met; and
3. organisational output requirements were met in the production of these documents.

Answer Yes or No in the boxes below.

Document	Produced by Learner	In-house style met	Output requirements met

Comments

Name of verifier:	E-Mail
Position:	Phone:
Date verified:	Signature:

Assessment Task Two – Element 2

This assessment is designed to assess your ability to apply advanced file management and printing techniques, including:

- Using document summary sheets.
- Locating and manipulating word processing files, folders and subfolders.
- Using the printer controls to cancel, suspend and resume printer operations.

Task Instructions

- In front of your assessor produce three documents applying file management and printing techniques. These can be documents produced for Task One.
- You will need to demonstrate the following skills in accordance with system features and organisational requirements:
 - use of document summary sheets to ensure effective file management;
 - accessing the file management system to locate and manipulate word processing files, folders and subfolders.
 - use of the printer controls to cancel, suspend and resume printer operations.
- Your assessor/approved observer will use the Observation Checklist to document satisfactory completion of the above requirements.

Observation Checklist (for use by assessor)

Please indicate ✓ or x whether you have observed the learner for Unit Standard 113 V5 demonstrate the following advanced file management and printing techniques to the requirements of the organisation.

Task	Comments	Yes/No
<p>Document summary sheets</p> <p><input type="checkbox"/> Use of document summary (property) sheets for 3 documents to ensure effective file management in accordance with file access and retrieval requirements.</p> <p><input type="checkbox"/> Document summary sheets are used in accordance with organisational requirements.</p>		Yes/No
<p>Use of file management system</p> <p><input type="checkbox"/> File management system is used to manipulate word processing files, folders and subfolders.</p> <p><input type="checkbox"/> File management activity is performed in accordance with system features.</p> <p><input type="checkbox"/> File management activity is in accordance with organisational requirements.</p>		Yes/No
<p>Locating files via file management system</p> <p><input type="checkbox"/> File management system is used to search and locate designated word processing files.</p> <p><input type="checkbox"/> Search is completed in accordance with system features.</p> <p><input type="checkbox"/> Search is completed in accordance with organisational requirements.</p>		Yes/No
<p>Use of printer controls</p> <p>Printer controls are used to perform the following functions:</p> <p><input type="checkbox"/> Cancel printer operation</p> <p><input type="checkbox"/> Suspend printer operation</p> <p><input type="checkbox"/> Resume printer operation</p> <p><input type="checkbox"/> Printer operations are carried out in accordance with equipment guidelines for printer operations.</p>		Yes/No
<p>Signed: _____ Date: _____</p>		

Assessment Results

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

Has learner applied advanced formatting features to present documents in accordance with the output required and organisational style requirements?	Yes	No
Has learner assembled and edited documents, and applied at least two advanced entry features in accordance with system features and output required?	Yes	No
Has learner produced documents incorporating multiple columns and tabulated material in accordance with system features and output required?	Yes	No
Has learner applied at least three display principles and techniques when producing documents that incorporate graphics and text in accordance with system features and output required?	Yes	No
Has the learner created templates and inserted variable data in accordance with the output required?	Yes	No
Has the learner created documents using at least three advanced merge options in accordance with the output required?	Yes	No
Has the learner used summary sheets to ensure effective file management in accordance with file access and retrieval requirements, and organisational requirements?	Yes	No
Has the learner used file management facilities to search, locate and manipulate word processing files, folders and subfolders in accordance with system features and organisational requirements?	Yes	No
Has the learner used printer controls to cancel, suspend and resume printer operations in accordance with equipment guidelines for printer operation procedures?	Yes	No