

Unit Standard 111
Use a word processor to produce documents
Version 5
Level 2
5 Credits

Student Checklist & Instructions

Conditions:

The typing section of this assessment is expected to take about 45 minutes and should be undertaken in closed book exam conditions
The observation is a one on one Student and Teacher test undertaken in closed book conditions. Each student is assessed alone one at a time

Student Name	_____
Date	_____
Result	<input type="checkbox"/> Achieve <input type="checkbox"/> Not Achieve
Teacher Signature	_____

Unit Standard 111

Use a word processor to produce documents

- Element 1 Describe the basic principles, terminology and techniques used for word processing.
- Element 2 Apply the basic principles, terminology and techniques used for word processing to produce documents.

Results:

Element 1		Describe the basic principles, terminology and techniques used for word processing. Basic principles and terminology for word processing document creation, naming, storing, retrieval, editing, formatting, previewing, printing, and the techniques – customising formats, and manipulating text in accordance with the system requirements.	
1.1		Basic principles, terminology, and techniques used for word processing are described in terms of their function and use in the production of information.	
	<input type="checkbox"/>	document creation	
	<input type="checkbox"/>	naming,	
	<input type="checkbox"/>	storing,	
	<input type="checkbox"/>	retrieval.	
	<input type="checkbox"/>	editing.	
	<input type="checkbox"/>	formatting	
	<input type="checkbox"/>	previewing	
	<input type="checkbox"/>	printing	
	<input type="checkbox"/>	customising formats	
	<input type="checkbox"/>	manipulating text	
Element 2	<input type="checkbox"/>	Apply the basic principles, terminology and techniques used for word processing to produce documents.	
2.1	<input type="checkbox"/>	Keyboard and/or mouse commands are used in accordance with program features and requirements	
2.2	<input type="checkbox"/>	Documents are created, formatted, manipulated, and printed in accordance with information provided and output required.	
	<input type="checkbox"/>	format line,	Evidence of three format techniques reqd.
	<input type="checkbox"/>	format paragraph,	
	<input type="checkbox"/>	format document,	
	<input type="checkbox"/>	format tabulation	
	<input type="checkbox"/>	format font selection	
	<input type="checkbox"/>	manipulation – move	Evidence of three manipulation reqd.
	<input type="checkbox"/>	manipulation – copy	
	<input type="checkbox"/>	manipulation – insert	
	<input type="checkbox"/>	manipulation – delete	
	<input type="checkbox"/>	manipulation – restore	
	<input type="checkbox"/>	manipulation – find and replace	
	<input type="checkbox"/>	manipulation – set language	
	<input type="checkbox"/>	manipulation – check spelling & grammar	
	<input type="checkbox"/>	manipulation – customise dictionary	

2.3	<input type="checkbox"/>	System features are used to identify and manipulate screen display options and controls.
	<input type="checkbox"/>	maximise
	<input type="checkbox"/>	minimise,
	<input type="checkbox"/>	and page view
	<input type="checkbox"/>	layout view
	<input type="checkbox"/>	normal view
	<input type="checkbox"/>	print preview
	<input type="checkbox"/>	zoom %, ruler
	<input type="checkbox"/>	tool bars
	<input type="checkbox"/>	help;
		evidence of four features is required
2.4		Data security procedures and file management techniques are used according to the word processing program in use and organisational requirements. Range:
	<input type="checkbox"/>	name
	<input type="checkbox"/>	save
	<input type="checkbox"/>	copy
	<input type="checkbox"/>	files
	<input type="checkbox"/>	password
	<input type="checkbox"/>	save as new file
	<input type="checkbox"/>	rename file
	<input type="checkbox"/>	locate files
	<input type="checkbox"/>	display folder contents

Task 1 Practical Test

- Create a new Word Document
- Save the document as **Ford End of Season Run Out.doc** in a folder named **111**. 2.4
- Type the text on the attached page
- Insert the sentence **Popular models and specials are as follows** at the end of the first paragraph 2.2 M
- In the Fiesta paragraph, delete the text **, with all round visibility, easy** 2.2 M
- Put your teacher's name as a header
- Put your name as a footer
- Print a copy of your document
- Save and close the document
- Reopen the document
- Move the **Focus** heading and paragraph above the **Mondeo** heading, adjusting spacing as necessary 2.2 M
- Apply Arial 12 font to the whole document 2.2 F
- Format the main heading to Arial 16 font bold and centered 2.2 F
- Apply bold to the **Fiesta, Focus & Mondeo** headings 2.2 F
- Apply bold to the tabulated column headings 2.2 F
- Change the Tabulated text to 1.5 spacing 2.2 F
- Print a copy of your document
- Save and close the document
- Use the Open dialogue box to create a copy of the file called **Ford End of Season Run Out.doc** in the same folder. Name the copy **Ford End of Season Run Out - August deals.doc** 2.4
- Remove the **Fiesta** heading and paragraph, adjusting spacing as necessary 2.2 M

Delete the information on **Fiesta** from the tabulated columns and change the remaining prices as follows.

Model	Engine Size	Sales Period	Priced from
Focus	2000	Ends 31 August	\$30,249
Mondeo	2000	Ends 31 August	\$34,499

Print a copy of your document

Close the document without saving

Task 2 Observation

Show me each of where each of your documents are saved on your network drive 2.4

Show me how you would attach a password to either of these files 2.4

Open the document **Ford End of Season Run Out - August deals.doc** 2.4

Ford End of Season Run Out

Few car manufacturers offer a range of cars as exciting as the current models available from Ford. The superb European designs are as at home in the city as they are on the open road making them a true pleasure to drive. Take advantage of the bargain offers currently available to allow you to feel the difference of driving a fantastic New Zealand new Ford.

Fiesta

The 5 door Fiesta is a fun hatchback that offers both powerful performance and a passionate driving experience. The car is easy to drive and, with all round visibility, easy to park. The 1.6 litre engine offers lively acceleration together with the safety of ABS brakes and dual airbags.

Mondeo

Available in six stylish body styles the Mondeo deserves its reputation as being a world beater. Completely remodeled for 2007 with improvements to the chassis this is a family car that is fun to drive.

Focus

Made famous through the World Rally Championship where Ford won the manufacturers championship in both 2007 and 2008. The Focus combines sleek European styling with quality German engineering.

Model	Engine Size	Sales Period	Priced from
Fiesta	1600	Ends 30 June	\$20,999
Focus	2000	Ends 31 July	\$30,499
Mondeo	2300	Ends 31 July	\$35,990

* Includes registration and on road costs.

Task 3 Observation

- Show me & describe how you would create a document 1.1
- What is the function of creating a document? 1.1
- Show me & describe how you would name a document 1.1
- What is the function of naming a document? 1.1
- Show me & describe how you would store a document 1.1
- What is the function of storing a document? 1.1
- Show me & describe how you would find a previously saved document 1.1
- What is the function of retrieving a document? 1.1
- Show me & describe how you would edit a document 1.1
- What is the function of editing a document? 1.1
- Show me & describe how you would format a document 1.1
- What is the function of formatting a document? 1.1
- Show me & describe how you would print preview a document 1.1
- What is the function of print previewing a document? 1.1
- Show me & describe how you would save a word document as rich text format 1.1
- What is the function of saving a word document as rich text format? 1.1
- Show me & describe how you would save a word document as a read only document 1.1
- What is the function of saving a word document as a read only document? 1.1

Task 4 Demonstration

- Show me how you would maximise and minimise your documents 2.2
- Show me how you would print preview your documents 2.2
- Show me how you would zoom to 66 %, 2.2
- Show me how you would display and hide the ruler 2.2
- Show me how you would display and restore the formatting tool bar 2.2
- Show me how you would switch the page view between layout view & normal view 2.2

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Assessment Schedule

Assessment Guide

Elements and Performance Criteria	Evidence Statements	Judgement Statements (quality and quantity)
<p>1.1 Basic principles, terminology, and techniques used for word processing are described in terms of their function and use in the production of information.</p>	<p>Task 3 Verbal answers.</p> <p>See suggested answers attached.</p>	<p>The learner must answer all tasks correctly.</p> <p>Learner responses are of similar depth and quality to the suggested answers.</p>
<p>2.1 Keyboard and/or mouse commands are used in accordance with program features and requirements.</p>	<p>Task 3 Observation and demonstration</p> <p>See suggested answers attached.</p>	<p>The learner must complete all tasks correctly.</p> <p>Learner responses may differ from the suggested answers providing the task is achieved.</p>
<p>2.2 Documents are created, formatted, manipulated, and printed in accordance with information provided and output required.</p>	<p>Task 1 Practical Test</p> <ul style="list-style-type: none"> • Ford End of Season Run Out.doc. • the sentence <i>Popular models and specials are as follows</i> is added at the end of the first paragraph • In the Fiesta paragraph, the text <i>,with all round visibility, easy</i> is deleted • <i>Focus</i> heading and paragraph is moved above the <i>Mondeo</i> heading spacing adjusted as necessary • <i>Fiesta</i> heading and paragraph, deleted spacing adjusted as necessary <ul style="list-style-type: none"> • Whole document formatted to Arial 12 font (format Document & font) • Main heading formatted to Arial 16 font bold and centered (format line) • Bold applied to the <i>Fiesta, Focus & Mondeo</i> headings • Bold applied to the tabulated column headings • Tabulated text formatted to 1.5 spacing (format tabulation & paragraph) <ul style="list-style-type: none"> • Ford End of Season Run Out.doc & Ford End of Season Run Out– August deals.doc printed <p>See suggested answers attached.</p>	<p>The learner must complete at least three manipulation and three formatting tasks correctly.</p> <p>Learner responses are identical to the suggested answers.</p> <p>Both documents are printed</p>

<p>2.3 System features are used to identify and manipulate screen display options and controls.</p>	<p>Task 4 Demonstration The learner can;</p> <ul style="list-style-type: none"> • maximise and minimise their documents • print preview their documents • zoom to 66 %, • display and hide the ruler • display and restore the formatting tool bar • switch the page view between layout view & normal view 	<p>The learner must complete four of the feature tasks correctly.</p>
<p>2.4 Data security procedures and file management techniques are used according to the word processing program in use and organisational requirements.</p>	<p>Task 2 Observation The learner shows</p> <ul style="list-style-type: none"> • Each of their documents are saved on their network drive in a folder named 111. • The two documents are named Ford End of Season Run Out.doc & Ford End of Season Run Out- August deals.doc <ul style="list-style-type: none"> • how they would attach a password to either of these files <ul style="list-style-type: none"> • The new file Ford End of Season Run Out- August deals.doc created as a copy and renamed. • Open the document Ford End of Season Run Out - August deals.doc • How to locate & display the contents of their 111 folder 	<ul style="list-style-type: none"> • The two documents must be saved in the students network drive in a folder named 111. • The documents must be named Ford End of Season Run Out.doc & Ford End of Season Run Out- August deals.doc. <ul style="list-style-type: none"> • The new file Ford End of Season Run Out- August deals.doc must be created as a copy of Ford End of Season Run Out.doc and renamed.

Task 3 Observation

- Show me & describe how you would create a document □ 1.1
For example by pressing Ctrl N, file new or clicking on the New Blank Document Icon
- What is the function of creating a document? □ 1.1
For example to start a new blank page with nothing else already written on it
- Show me & describe how you would name a document □ 1.1
For example by using the file, Save As option
- What is the function of naming a document? □ 1.1
For example to allow you to easily find documents in future
- Show me & describe how you would store a document □ 1.1
For example by using the file, Save As option and navigating to the appropriate folder in the learner's area of the network
- What is the function of storing a document? □ 1.1
For example to create a permanent copy of the document for future use.
- Show me & describe how you would find a previously saved document □ 1.1
For example by using the file, Open option or windows explorer and navigating to the appropriate file on the network.
- What is the function of retrieving a document? □ 1.1
For example to print another copy, to alter the document, to continue work started on another occasion.
- Show me & describe how you would edit a document □ 1.1
For example by using the backspace and delete keys,
- What is the function of editing a document? □ 1.1
For example to make changes by deleting parts of a document no longer required. To reword parts of a document so that it makes better sense.
- Show me & describe how you would format a document □ 1.1
For example by highlighting sequences and using the Format Font and Paragraph functions. By using the buttons on the formatting toolbar. By pressing Ctrl B, I, U.
- What is the function of formatting a document? □ 1.1
For example to change the appearance of sections of the text to make items stand out for ease of reading.
- Show me & describe how you would print preview a document □ 1.1
For example using the File, Print Preview function. By using the Print Preview buttons on the standard toolbar.
- What is the function of print previewing a document? □ 1.1
For example to see what a document will look like when it is printed so that you can check that it as you want. To avoid printing documents that are not as you want them and avoid wasting paper and toner.
- Show me & describe how you would save a word document as rich text format □ 1.1
For example by using the file, Save As option and selecting rtf from the drop down menu

in the Save as type option box.

What is the function of saving a word document as rich text format?

1.1

*For example to enable the file to be opened by other programs other than Microsoft Word.
To enable the file to be opened by non windows computers such as MACs.*

Show me & describe how you would save a word document as a read only document

1.1

For example by saving the document and then right clicking on the file, choosing properties and checking the read only box. By choosing Tools, Options, Security and checking the read only box.

What is the function of saving a word document as a read only document?

1.1

For example to prevent the document from accidentally being overwritten. To prevent the document from accidentally being altered. To keep a master copy of the document.

DO NOT COPY Sample Only

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