

**NEW ZEALAND INSTITUTES OF TECHNOLOGY AND POLYTECHNIC
QUALIFICATIONS IN INFORMATION & COMMUNICATIONS TECHNOLOGY**

PRESCRIPTION: AP310 WORD PROCESSING

AIM OF MODULE:	To enable students to apply word-processing principles and functions to produce word-processing documents.
CREDITS:	5
STUDENT LEARNING HOURS:	50
CONTENT REVISED:	2001
PRESCRIPTION EXPIRY DATE:	November 2013

Level and Assessment Schedule

TOPICS	Highest Skill Level				Suggested Assessment Percentage
	R	C	A	P	
1 Word-processing Terminology		*			5
2 Word-processing Application			*		95
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LEARNING OUTCOMES

The student will:

- C 1 Define basic word-processing terminology.
- A 2 Demonstrate an ability to perform basic word-processing functions.

CONTENT

1 WORDPROCESSING TERMINOLOGY

- Describe concepts such as wordwrap, pagination and list a variety of word processing documents required in the workplace

2 WORDPROCESSING APPLICATION

- Apply basic word-processing principles and functions to enter, edit and format files, including how to:
 - create a new document
 - open an existing document
 - save a document using an existing name
 - save a document using a new name
 - save a document to a new location
- By practical exercises involving the creation of appropriate documents, apply the following features of word-processing software:
 - Text manipulation (delete, insert, overtype, move and copy)
 - Character formatting (bold, underline, font size and style, etc)
 - Paragraph alignment, indents and spacing, simple numbering and bulleted points
 - Page layout (page orientation, margins, tabs, etc)
 - Page numbering
 - Saving
 - Printing
 - Online help
 - Headers/footers
 - Spellchecker and grammar
 - Proof-reading, eg check data and compare with original sources
 - Tables and columns
 - Insert pictures
 - Mail merge
- Use appropriate methods to carry out common file management tasks such as renaming, moving, copying and finding files.