

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

PRESCRIPTION: SP590 WORD PROCESSING & SPREADSHEETS

AIM OF MODULE:	The student will acquire skills and knowledge in the use of word processing and spreadsheet software to carry out tasks at an intermediate level of difficulty.
CREDITS:	7
KNOWLEDGE ASSUMED FROM:	SF400 Software Fundamentals
STUDENT LEARNING HOURS:	70
CONTENT REVISED:	Pre 1996
PRESCRIPTION EXPIRY DATE:	November 2013
NOTE:	This module draws together the word processing and spreadsheet components of SP500 and SP510. The accounting, file management and one extra type of software components of SP500 and SP510 are drawn together in SP591.

Level and Assessment Schedule

TOPICS	Highest Skill Level				Suggested Assessment Percentage
	R	C	A	P	
1. Word Processing			*		50
2. Spreadsheets			*		50
					<hr/> 100 <hr/> <hr/>

LEARNING OUTCOMES

The student will:

- A 1 Apply a word processing package to solve problems of an intermediate level of difficulty.
- A 2 Apply a spreadsheet package to solve problems of an intermediate level of difficulty.

CONTENT

1 WORD PROCESSING

A By practical exercises involving the creation of appropriate documents, apply the following features of the word processing package:

- Use of formatted and ASCII files
- Printing
- Pagination
- Tabulation
- Editing Features
- Copying Text
- Deleting Text
- Inserting Text
- Document summary sheets
- Headers, footers and endnotes
- Widow and orphan control
- Spelling dictionaries
- Printing options such as Print preview
- Multiple copies
- Changing printer types
- Calculations, including all available options
- Merge printing
- Creation of simple forms

2 SPREADSHEETS

A By practical exercise involving the creation of appropriate spreadsheets, apply the following features of the spreadsheets package:

- Data entry and editing
- Cell reproduction
- Relative and absolute addressing
- Titles lock
- Printing
- Graphs
- Cell formatting
- Functions including totalling, average

- Data manipulation including:
 - Sorting
 - Querying
 - Extraction or selection
- Graphs
- Combining spreadsheets
- Three-dimensional spreadsheets
- A significant selection of in-built functions
- Macros, including logic structures

NOTES

SELECTION OF PACKAGES

- This module requires the use of software packages that are in current use in business situations. As the popularity of various packages waxes and wanes, so may the packages selected vary from time to time. However, it is expected that packages selected will have most or all of the features as described under content.

- This module is intended to be part of a progression of modules using a common set of packages to gradually increase the expertise of the student in the use of the selected packages.