

**Specification of Competency Standards**  
**for the Printing and Publishing Industry**  
**Unit of Competency**

1. Title	Know office software operation
2. Code	PPPRIT101A
3.level	1
4.Credit	6
5. Competency	<p style="text-align: right;"><b><u>Performance Requirements</u></b></p> <p>5.1 Know basic computer application</p> <ul style="list-style-type: none"> <li>◆ Identify names of basic computer hardware</li> <li>◆ Know basic use of desktop computer for work</li> <li>◆ Understand document file access and processing</li> </ul> <p>5.2 Know simple office application and e-mailing through Internet</p> <ul style="list-style-type: none"> <li>◆ Know basic word processing application programs</li> <li>◆ Send and receive e-mails through Internet</li> </ul> <p>5.3 Use computer for basic office document processing</p> <ul style="list-style-type: none"> <li>◆ Make use of the computer and office application programs as well as Internet software to carry out basic word processing, handle documents according to instructions and send or receive e-mail</li> </ul>
6. Range	Carry out basic word processing and related duties according to instructions by making use of the computer and office software in various departments of a printing company.

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are:  (i) Able to carry out basic word processing and related duties according to instructions by making use of the computer and office software.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer operation.