

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

1. Title	Understand office software application
2. Code	PPPRIT201A
3. Level	2
4. Credit	6
5. Competency	<u>Performance Requirements</u> 5.1 Understand basic computer application ◆ Understand basic use of computer workstation ◆ Understand document file access and processing ◆ Use basic text and graphics input method ◆ Use basic printer driver and output method correctly ◆ Know relationship between basic computer fonts and printing 5.2 Understand simple office application and e-mailing through Internet ◆ Understand basic word processing application programs ◆ Proficient in using Internet software for sending and receiving e-mail 5.3 Know use of computer platform ◆ Understand major computer platforms ◆ Understand cross-platform document processing method 5.4 Use computer for daily office document processing ◆ Carry out daily duties of word processing, sending and receiving e-mails, text and graphics input, printer output and cross-platform document processing according to specific fonts and styles for company documents by making use of office application programs and Internet software

6. Range	Carry out daily duties of cross-platform document processing by making use of the computer and office software and perform related tasks in various departments of a printing enterprise.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to carry out daily duties of cross-platform document processing by making use of the computer and office software and perform related tasks.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of office software.