

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

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|---------------|---|
| 1. Title      | Understand office software application  |
| 2. Code       | PPPRIT201A  |
| 3. Level      | 2   |
| 4. Credit     | 6   |
| 5. Competency | <p style="text-align: right;"><b><u>Performance Requirements</u></b></p> <p>5.1 Understand basic computer application</p> <ul style="list-style-type: none"> <li>◆ Understand basic use of computer workstation</li> <li>◆ Understand document file access and processing</li> <li>◆ Use basic text and graphics input method</li> <li>◆ Use basic printer driver and output method correctly</li> <li>◆ Know relationship between basic computer fonts and printing</li> </ul> <p>5.2 Understand simple office application and e-mailing through Internet</p> <ul style="list-style-type: none"> <li>◆ Understand basic word processing application programs</li> <li>◆ Proficient in using Internet software for sending and receiving e-mail</li> </ul> <p>5.3 Know use of computer platform</p> <ul style="list-style-type: none"> <li>◆ Understand major computer platforms</li> <li>◆ Understand cross-platform document processing method</li> </ul> <p>5.4 Use computer for daily office document processing</p> <ul style="list-style-type: none"> <li>◆ 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</li> </ul> |

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|------------------------|--|
| 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:<br>(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.  |