

Title	Integrate spreadsheet and database data into word processed documents to meet a set brief		
Level	2	Credits	3

Purpose	People credited with this unit standard are able to integrate spreadsheet and database data into word processed documents to meet a set brief.
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Classification	Computing > Generic Computing
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Available grade	Achieved
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Explanatory notes

- 1 A *brief* is defined as a clear description of both the desirable outcomes sought and the constraints to be met by the solution. It contains requirements against which the success or otherwise of the document can be evaluated. The brief can be supplied either as part of the candidate's employment (in the case of workplace assessment) or in response to a set task. Text, spreadsheet and database files will be provided to the candidate.
- 2 **Range**
Evidence is required for two different mail merges, each with a minimum of three fields of database data being used.
- 3 **Definition**
Presentation means the documents produced must show consistent application of the principles of page layout, which may include but are not limited to – composition of elements upon the page, text hierarchy, consistent typography, balance, harmony, proportion, sequence, contrast repetition, alignment, and proximity.
- 4 Legislation relevant to this unit standard includes the:
Copyright Act 1994,
Copyright (New Technologies) Amendment Act 2008,
Privacy Act 1993,
and any subsequent amendments.
- 5 An assessment resource to support computing unit standards (levels 1 to 4) can be found on the NZQA website at www.nzqa.govt.nz/asm.
'*The Computing Process - a clarification document*' contains further information and can be found on the NZQA website.

Outcomes and evidence requirements

Outcome 1

Integrate spreadsheet and database data into word processed documents to meet a set brief.

Evidence requirements

- 1.1 Spreadsheet data is inserted into the documents and formatted to meet the requirements of the brief.
- 1.2 A spreadsheet graph is inserted into the documents and formatted to meet the requirements of the brief.
- 1.3 The word processed documents containing integrated data are mail-merged using database data to meet the requirements of the brief.
- 1.4 The mail-merged documents are printed to hardcopy and checked for readability, legibility, presentation, accuracy and correct mail-merge.

Planned review date	31 December 2016
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 September 1994	31 December 2013
Review	2	24 September 1997	31 December 2013
Revision	3	28 July 1998	31 December 2013
Review	4	30 July 2002	31 December 2013
Revision	5	16 July 2004	31 December 2013
Review	6	22 May 2009	31 December 2013
Revision	7	18 February 2011	31 December 2015
Rollover and Revision	8	19 September 2013	N/A

Consent and Moderation Requirements (CMR) reference	0226
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.