

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: center;"><u>Performance Requirements</u></p> <p>5.1 Know basic computer application</p> <ul style="list-style-type: none"> ◆ Identify names of basic computer hardware ◆ Know basic use of desktop computer for work ◆ Understand document file access and processing <p>5.2 Know simple office application and e-mailing through Internet</p> <ul style="list-style-type: none"> ◆ Know basic word processing application programs ◆ Send and receive e-mails through Internet <p>5.3 Use computer for basic office document processing</p> <ul style="list-style-type: none"> ◆ 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
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.

<p>7. Assessment Criteria</p>	<p>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.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer operation.</p>