Text Processing (Business Professional)

Unit Title:	**Computer Keyboard Skills**
OCR unit number:	06969
Level:	1
Credit value:	3
Guided learning hours:	30
Unit reference number:	K/501/4140

Unit aim

This unit aims to equip candidates with the ability to use a computer-linked keyboard effectively. Candidates will use a keyboard as an input device to key given information accurately, from typewritten draft material.

Learning Outcomes *The learner will:*	Assessment Criteria *The learner can:*	Knowledge, understanding and skills
1 Be able to use a computer keyboard as an input device	1.1 Use functions of a computer keyboard, including - alphanumeric keys - punctuation keys - special character keys - new line mechanism - shift mechanism - space bar 1.2 Use functions of a computer, including - alignment - create table - printing	• Key in punctuation, i.e. . , ; : ? ! ' " ' " • Key in special characters, i.e. / * + = ( ) - & % $ £ • Columns in the table must be aligned as draft • Produce printouts
2 Be able to key in data from typewritten draft	2.1 Key in data, including - random words - random figures - alphanumeric strings - continuous word text - table 2.2 Key in data at a rate of at least 4,500 key depressions per hour [kdph] (750 key depressions [kd] in 10 minutes) 2.3 Use spacing and line endings as shown in a draft	• Key in data within a 10-minute period, with at least 99% accuracy

Learning Outcomes *The learner will:*	Assessment Criteria *The learner can:*	Knowledge, understanding and skills
3 Be able to interpret implied and explicit instructions	3.1 Complete work within set timescales	
4 Be able to check work for accuracy	4.1 Check work for accuracy, correcting mistakes, as necessary, within the time allowed	• Proofreading skills • Use appropriate correction techniques to ensure work is accurate

Assessment

Candidates are assessed by means of a 10-minute test, set and marked by OCR.

At the start of the test the computer will be ready for immediate keyboard input.

The test consists of 750 key depressions comprising the following sections:

random words	-	80 key depressions
random figures	-	80 key depressions
alphanumeric strings	-	90 key depressions
continuous word text	-	350 key depressions
computer block	-	70 key depressions
table block	-	80 key depressions

Results will be graded Distinction. Pass or Fail. The grade achieved will be stated on the certificate.

To achieve a Distinction, candidates must achieve a speed of 4,500 kdph (750 kd in 10-minutes) with 100% accuracy in the time allowed (10 minutes).

To achieve a Pass, candidates must achieve a speed of 4,500 kdph (750 kd in 10-minutes) with no more than 7 faults in the time allowed (10 minutes).

Administration guidance

- Candidates must use a computer to complete the test.

- Use appropriate stationery, i.e. plain A4 paper.

- Printing must not be carried out during the 10-minutes of the test. A hard copy of the keyed in work **must** be printed by the candidate after the 10-minutes of the test. All printing must be closely supervised. No changes whatsoever may be made to the text after the 10-minutes allowed for the test.

- For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk*.*

Guidance on assessment and evidence requirements

Penalties in this examination are incurred for each incorrect key depression i.e. character, space, tab.

Data

- Test material must be copied exactly. Candidates will incur one error per **incorrect key depression** e.g. an omitted four-character word would incur 4 faults.

- Spacing and line endings must be followed exactly. Line spacing errors will be penalised as one error per extra or missing line space.

- In the paragraph of continuous text, it is acceptable to have 1 or 2 spaces after a full stop.

- Missing or extra spaces before and after a hyphen or quote marks will be penalised as one error for each extra or omitted space (e.g. *£899 -£950* or *' error'*).

Table

- Columns in the table must be aligned as drafted. Candidates will incur one penalty per character of any data which is out of line with the rest of the column e.g. in the table below, the first column should have been left aligned, the heading is not in line with the rest of the column so one fault is incurred for the first letter of 'weight' as this is out of line with the rest of the column.

    e.g.   weight   first   second
            100g   26p   20p
            150g   32p   24p

- Spacing between columns must be consistent and similar to that shown in the draft; a penalty will only be incurred if the spacing is much wider, narrower or not consistent with the draft.

- If a column is omitted, a penalty will be incurred for each character omitted.

Invigilators are given clear instructions to report any problems with printers, failure to do so can disadvantage candidates.