

Mapping to Unit BSBWOR204A Use business technology

This unit describes the performance outcomes, skills and knowledge required to select, use and maintain a range of business technology. This technology includes the effective use of computer software to organize information and data. The following table maps elements to the manual from Microstar Publishing titled **BSBWOR204A Use Business Technology with Windows 7 and Office 2013**. Manual content is designed to satisfy each elements performance criteria in keeping with the associated range statement. The eCompanion is a digital resource which is available free when purchasing the texts.

Element and Performance Criteria		Reference
1. Select and use technology		
1.1	Select appropriate technology and software applications to achieve the requirements of the task.	Ch 1 Windows Ch 2 Software applications Ch 3 Internet Ch 4 Email Ch 5 Business technology
1.2	Adjust workspace, furniture and equipment to suit user ergonomic requirements.	eCompanion
1.3	Use technology according to organizational requirements and in a way which promotes a safe work environment.	eCompanion Ch 2 Software applications
2. Process and organise data		
2.1	Identify, open, generate or amend files and records according to task and organizational requirements.	Ch 2Software applications Ch 3 Internet Ch 4 Email
2.2	Operate input devices according to organizational requirements.	Ch 1 Windows Ch 2 Software applications
2.3	Store data appropriately and exit applications without damage to, or loss of, data.	Ch 1 Windows Ch 2 Software applications Ch 7 File and folder management Ch 8 Security
2.4	Use manuals, training booklets and/or online help or help desks to overcome basic difficulties with applications.	Ch 9 Online Help All chapters
3. Maintain technology		
3.1	Identify and replace used technology consumables in accordance with manufacturer's instructions and organizational requirements.	Ch 5 Business technology
3.2	Carry out and/or arrange routine maintenance to ensure equipment is maintained in accordance with manufacturer's instructions and organizational requirements.	Ch 5 Business technology
3.3	Identify equipment faults accurately and take action in accordance with manufacturer's instructions or report fault to designated person.	Ch 5 Business technology

