

Unit 1: ICT skills for business

Student Name:

Teacher:

Date:

Assessment Objective	Pass	Merit	Distinction
<p>AO1</p> <p><i>Demonstrate good working practices with files, directories/folders and sub-directories/subfolders</i></p>	<p>Candidates will set up at least two directories. They will save some files in appropriate locations using appropriate filenames.</p> <p>They will demonstrate the ability to password protect files.</p> <p>They will locate and open existing files that they have saved in their directories.</p> <p>They will backup files onto a removable medium. They will create shortcuts to at least one directory and one file.</p>	<p>Candidates will create an appropriate directory structure with at least two main directories, each containing at least two subdirectories using appropriate names.</p> <p>They will save most files in appropriate locations using appropriate filenames.</p> <p>They will demonstrate the ability to password protect files.</p> <p>They will locate and open existing files from a range of sources.</p> <p>They will provide evidence of at least one instance of deleting, copying and moving files and directories.</p> <p>They will backup and restore files from a removable medium.</p> <p>They will create shortcuts to at least one program, directory and file.</p>	<p>Candidates will create an appropriate directory structure with at least two main directories, each containing at least two subdirectories using appropriate names.</p> <p>They will save all files in appropriate locations using appropriate filenames and will provide evidence of at least one instance of deleting, copying, moving and renaming files and directories.</p> <p>They will demonstrate the ability to password protect files.</p> <p>They will locate and open existing files, using search facilities of operating systems software where necessary.</p> <p>They will backup and restore files from a removable medium.</p> <p>They will create, edit and delete shortcuts to at least one program, directory and file.</p>
AO1 NOTES	AO1: P M D		
<p>AO2</p> <p><i>Using appropriate software, select and use tools and facilities to download files/information and to send and receive email messages</i></p>	<p>Candidates will use search engines to find information on the Internet, although they may not use the most efficient criteria.</p> <p>They will provide their source(s) website addresses.</p> <p>They will send, receive, reply and forward email, including at least one message with a document attached. There should be some text and a header, although the quality of these may be poor.</p> <p>They will open an attachment sent to them via email and will save it to their work area.</p> <p>They will send messages to multiple recipients. Candidates will make a brief comment about the risks of opening email attachments.</p>	<p>Candidates will locate suitable elements from local media and the World Wide Web, using effective search criteria e.g. keywords.</p> <p>They will provide their source(s) website addresses and will comment on the trustworthiness of the source.</p> <p>They will use bookmarks/favourites to store useful links.</p> <p>They will understand the implications of copyright.</p> <p>They will copy and paste text and graphics from the World Wide Web in compliance with current copyright legislation.</p> <p>They will send, receive, reply and forward email, including messages with multiple documents attached.</p> <p>They will use appropriate subjects and message text.</p> <p>They will send messages to multiple recipients and demonstrate an understanding of the use of cc.</p> <p>They will set messages as high or low importance.</p> <p>Candidates will summarise the risks of receiving and opening email attachments.</p>	<p>Candidates will locate suitable elements from local media and the World Wide Web, making effective use of advanced search criteria e.g. quotes, Boolean operators.</p> <p>They will comment on the validity of their source(s): provide name of their source(s) website addresses, note trustworthiness of source(s) and date of information.</p> <p>They will use bookmarks/favourites to store useful links and will organise these into folders.</p> <p>They will understand the implications of copyright.</p> <p>They will download graphic and text files in compliance with current copyright legislation.</p> <p>They will acknowledge all sources used.</p> <p>They will send, receive, reply and forward email, including messages with multiple documents attached.</p> <p>They will send messages to multiple recipients using cc and bcc appropriately, considering privacy issues.</p> <p>They will store, retrieve and use email addresses and details of personal contacts.</p> <p>They will make effective use of features of email software, including creating and using an email signature.</p> <p>They will consistently use appropriate subjects and message text.</p> <p>Candidates will summarise the risks of receiving and opening email attachments and suggest actions that could be taken to reduce these risks.</p>
AO2 NOTES	AO2: P M D		
<p>AO3</p> <p><i>Produce a business presentation using presentation software</i></p>	<p>Candidates will produce a business presentation of at least three slides using text and graphics.</p> <p>There may not be a consistent style to the pages.</p> <p>There will be some evidence that the candidate has checked for errors and the presentation will be largely fit for the purpose.</p>	<p>Candidates will produce a business presentation of at least four slides using appropriate text and graphics.</p> <p>The presentation will have a consistent style.</p> <p>Slide transitions will have been set, but these may not always be the most effective.</p> <p>The presentation will be checked and free from obvious errors.</p> <p>The candidate will print out the presentation in handout form.</p>	<p>Candidates will produce a business presentation of at least five slides using appropriate text and graphics.</p> <p>The presentation will have a consistent style.</p> <p>Slide transitions and animation will have been set and the presentation will have been checked to ensure it is appropriate to the purpose and audience.</p> <p>Speaker notes will be added where appropriate.</p> <p>The final presentation will be of near professional quality.</p> <p>The candidate will print out the presentation in handout form, and showing the notes pages.</p>
AO3 NOTES	AO3: P M D		

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<p>AO4</p> <p><i>Select and use tools and facilities in word processing or DTP software to produce a variety of business documents</i></p>	<p>Candidates will create straightforward business documents. These will include a letter and at least two other documents such as a business card, flyer, newsletter, invoice, memo, agenda, report or minutes. These may have been produced using standard templates.</p> <p>At least one document will include graphics using more than one source, e.g. clip art, the World Wide Web, scanner, digital camera, drawing package, spreadsheet or database.</p> <p>The documents will have been checked using a spelling checker but some errors may remain.</p> <p>Some formatting features, e.g. font style and size and paragraph justification will have been used.</p>	<p>Candidates will create at least four types of business document, including a letter and a document of more than one page including tables, graphs and charts created in other software.</p> <p>They will include graphics from a range of sources.</p> <p>They will use spelling and grammar checks and will edit the documents to improve and correct them so that few errors remain.</p> <p>Text, tables and graphic images from a range of sources will be integrated into at least one document and these will be positioned and formatted appropriately.</p> <p>There will be some consistency to the layout of the documents, although there may be some exceptions.</p> <p>Although documents may be based on standard templates there will be evidence of the use of a range of software tools and facilities and these will have been used appropriately.</p>	<p>Candidates will create at least four types of business document, including a mailmerged letter and a document of several pages including tables, graphs and charts created in other software.</p> <p>They will include graphics from a wide range of sources.</p> <p>Documents will display a consistent housestyle designed by the candidate and an extensive range of software tools and facilities will have been used.</p> <p>They will insert fields, including date and document information.</p> <p>All documents produced will have been thoroughly checked using spelling and grammar checkers, and proof read, so that they are virtually error-free, and of a near professional standard.</p>
<p>AO4 NOTES</p>	<p>AO4: P M D</p>		
<p>AO5</p> <p><i>Create and use a simple business spreadsheet</i></p>	<p>Candidates will create a very simple business spreadsheet using a limited number of calculations.</p> <p>The functions/formulas may not be efficient, but will work.</p> <p>There will be sufficient row/column headings to make the spreadsheet reasonably easy to understand.</p> <p>There may be little evidence of formatting.</p> <p>There will be evidence that some of the data has been changed to obtain different results.</p> <p>Candidates will print out their spreadsheet although the format of these printouts might not be suitable.</p>	<p>Candidates will create an effective business spreadsheet displaying accurate figures.</p> <p>It will contain a title and appropriate row/column headings.</p> <p>Several different formulas and at least one function will have been used.</p> <p>There will be some evidence of a range of formatting.</p> <p>Candidates will edit the spreadsheet by inserting/deleting rows.</p> <p>Formula printouts will be included.</p> <p>There will be evidence that some of the data has been changed to obtain different results.</p> <p>Candidates will preview and print out their spreadsheet using appropriate page orientation and number of pages.</p>	<p>Candidates will create an effective business spreadsheet displaying accurate figures.</p> <p>Formulas will be used efficiently and will include the appropriate use of more than one function.</p> <p>The spreadsheet will be formatted effectively using a range of format options.</p> <p>Formula printout(s) will be included.</p> <p>Candidates will edit the spreadsheet by inserting/deleting rows.</p> <p>There will be evidence that some of the data has been changed to obtain different results.</p> <p>Candidates will preview and print out their spreadsheet using appropriate page orientation and number of pages.</p> <p>They will use appropriate headers and footers and will set other print layout features appropriately.</p>
<p>AO5 NOTES</p>	<p>AO5: P M D</p>		
<p>AO6</p> <p><i>Select and use tools and facilities in database software to enter, sort and search for information for business purposes using a realistic business database provided by the centre</i></p>	<p>Candidates will enter, edit and delete data in a database.</p> <p>They will create and use at least one simple query i.e. using a single search criterion.</p>	<p>Candidates will enter, edit and delete data in a database.</p> <p>They will create and use at least one simple query ie using a single search criterion, sorting on at least one field.</p> <p>They will create and use a report to print out selected data for a specific need.</p>	<p>Candidates will enter, edit and delete data in a database and will use the data to meet a wide range of business purposes.</p> <p>They will create and use at least two queries, including more than one criterion, sorting on at least one field.</p> <p>They will create and use at least two reports to print out selected data in different formats e.g. address labels, table format, list.</p>
<p>AO6 NOTES</p>	<p>AO6: P M D</p>		

Overall grade awarded for this unit: **PASS** **MERIT** **DISTINCTION** (Circle ONE grade) **Signature:** _____