

## Unit 1 – ICT skills for business

Name : \_\_\_\_\_

Assessment Objective	Pass		Merit		Distinction	
<b>AO1</b> Demonstrate good working practices with files, directories/folders and sub-directories/subfolders	P1	I have setup at least 2 folders.	M1	Created appropriate folder structure with 2 main folders	D1	I have saved all files in appropriate locations using appropriate filenames
	P2	Saved files in appropriate locations using appropriate filenames.	M2	I have created at least two sub-folders under my main folders	D2	I have renamed a file
	P3	I have password protected files.	M3	I have used appropriate folder names	D3	I have renamed a folder
	P4	I have located and opened existing files that I have saved in my folders.	M4	I have saved most files in appropriate locations.	D4	I have located & opened existing files, using search facilities of operating systems
	P5	I have backed up files onto a removable medium.	M5	I have located and opened existing files from a range of sources.	D5	I have edited a shortcut to a program
	P6	I have created a shortcut to at least one folder.	M6	I have deleted a file	D6	I have edited a shortcut to a folder
	P7	I have created a shortcut to at least one file.	M7	I have copied a file	D7	I have edited a shortcut to a file
			M8	I have moved a file	D8	I have deleted a shortcut to a program
			M9	I have deleted a folder	D9	I have deleted a shortcut to a folder
			M10	I have copied a folder	D10	I have deleted a shortcut to a file
			M11	I have moved a folder		
			M12	I have restored files from a removable medium.		
			M13	I have created a shortcut to a program		

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Assessment Objective	Pass		Merit		Distinction	
<b>AO2</b> Using appropriate software, select and use tools and facilities to download files/information and to send and receive email messages	To achieve a Pass, you must show evidence that you can do the following		To achieve a Merit, you must show evidence for all the Pass Criteria, and show that you can do the following.		To achieve a Distinction, you must show evidence for all the Pass and Merit Criteria, and show that you can do the following.	
	P1	I have used search engines to find information on the Internet, although I may not use the most efficient criteria.	M1	I have located suitable elements from local media (clip art) using effective search criteria e.g. keywords	D1	I have located suitable elements from local media (clip art) using effective advanced search criteria e.g. quotes, Boolean operators
	P2	I have provided the source(s) website addresses of the websites I have found.	M2	I have located suitable elements from the World Wide Web using effective search criteria e.g. keywords	D2	I have located suitable elements from the World Wide Web using effective advanced search criteria e.g. quotes, Boolean operators
	P3	I have sent an email with a subject and some text.	M3	I have commented on the trustworthiness of my sources	D3	I have provided dates for all the elements I have found
	P4	I have received an email	M4	I have used bookmarks / favourites to store useful links	D4	I have commented on the validity of my sources
	P5	I have replied to an email and included some text	M5	I have written about the implications of copyright	D5	I have provided names of all source websites
	P6	I have forwarded an email and included some text	M6	I have copied and pasted text and graphics from the World Wide Web in compliance with current copyright legislation.	D6	I have organised my favourites into folders.
	P7	I have sent or forwarded an email with an attachment.	M7	I have sent or forwarded an email with multiple documents attached.	D7	All graphics and text I have used is in compliance with current copyright legislation
	P8	I have opened an attachment sent via email	M8	I have used and explained the use of cc in an email	D8	I have acknowledged all sources I have used.
	P9	I have saved an attachment to my User Area	M9	I have sent messages with high or low importance	D9	I have used and explained the use of bcc in an email
	P10	I have sent messages to multiple recipients.	M10	I have summarised the risks of receiving and opening email attachments	D10	I have stored, retrieved and used email addresses and details of personal contacts.
	P11	I have made a brief comment about the risks of opening email attachments.			D11	I have created and used an email signature
					D12	I have always used appropriate subjects and messages in my emails
				D13	I have summarised the risks of receiving and opening email attachments and I have suggested actions that could be taken to reduce these risks	

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Assessment Objective	Pass			Merit			Distinction		
<b>AO3</b> Produce a business presentation using presentation software	To achieve a Pass, you must show evidence that you can do the following			To achieve a Merit, you must show evidence for all the Pass Criteria, and show that you can do the following.			To achieve a Distinction, you must show evidence for all the Pass and Merit Criteria, and show that you can do the following.		
	P1	I have produced a business presentation of at least three slides using text and graphics.		M1	I have produced a business presentation of at least four slides using appropriate text and graphics.		D1	I have produced a business presentation of at least five slides using appropriate text and graphics.	
	P2	I have used text <b>and</b> graphics		M2	My presentation has a consistent style.		D2	I have used animation	
	P3	I have spell checked my presentation		M3	I have used slide transitions.		D3	My presentation is appropriate for purpose and audience	
	P4	My presentation is fit for purpose.		M4	My presentation is free from obvious errors		D4	I have added speaker notes if appropriate	
				M5	I have printed out my presentation in handout form		D5	My presentation is of near professional quality	
							D6	I have printed out my presentation showing notes pages	

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Assessment Objective	Pass		Merit		Distinction		
<b>AO4</b> Select and use tools and facilities in word processing or DTP software to produce a variety of business documents	To achieve a Pass, you must show evidence that you can do the following		To achieve a Merit, you must show evidence for all the Pass Criteria, and show that you can do the following.		To achieve a Distinction, you must show evidence for all the Pass and Merit Criteria, and show that you can do the following.		
	P1	I have created three basic business documents from the list below. These can use standard templates	M1	I have improved my three business documents by using a range of software features.	D1	I have created a mailmerged document	
		<ul style="list-style-type: none"> <li>Letter</li> </ul>	M2	I have created a document of more than one page.	D2	I have included graphics from a wide range of sources.	
		<ul style="list-style-type: none"> <li>Business card</li> </ul>	M3	I have included tables	D3	All my documents follow a house style designed by me.	
		<ul style="list-style-type: none"> <li>Flyer</li> </ul>	M4	I have included graph created in other software	D4	I have inserted fields, including date and document information into at least one document.	
		<ul style="list-style-type: none"> <li>Newsletter</li> </ul>	M5	I have included charts created in other software	D5	All my documents have been thoroughly checked (proof read) so that virtually no errors remain	
		<ul style="list-style-type: none"> <li>Invoice</li> </ul>	M6	I have included graphics from a range of sources.	D6	My documents are of near professional quality.	
		<ul style="list-style-type: none"> <li>Memo</li> </ul>	M7	I have used spelling and grammar checks			
		<ul style="list-style-type: none"> <li>Agenda</li> </ul>	M8	I have edited the errors so that few remain.			
		<ul style="list-style-type: none"> <li>Report</li> </ul>	M9	I have used text, tables and graphics into at least one of my documents. I have positioned and formatted them appropriately.			
		<ul style="list-style-type: none"> <li>Minutes</li> </ul>	M10	My documents mostly have a consistent look and feel			
		P2	At least one of my documents includes graphics from more than one of				
			<ul style="list-style-type: none"> <li>Clip art</li> <li>The WWW</li> <li>Scanner</li> <li>Digital camera</li> <li>Drawing package</li> <li>Spreadsheet</li> <li>database</li> </ul>				
		P3	I have spell checked my documents				
		P4	I have used some formatting features, e.g. font style and size and paragraph justification				

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Assessment Objective	Pass		Merit		Distinction	
<b>A05</b> Create and use a simple business spreadsheet	To achieve a Pass, you must show evidence that you can do the following		To achieve a Merit, you must show evidence for all the Pass Criteria, and show that you can do the following.		To achieve a Distinction, you must show evidence for all the Pass and Merit Criteria, and show that you can do the following.	
	P1	I have created a very simple business spreadsheet using a limited number of calculations.	M1	I have created an effective business spreadsheet displaying accurate figures.	D1	I have created an effective business spreadsheet displaying accurate figures.
	P2	My functions/formulas may not be efficient, but work.	M2	My spreadsheet has a title	D2	I have used efficient formulas
	P3	I have added row or column headings to make my spreadsheet easy to understand.	M3	My spreadsheet has appropriate row and/or column headings.	D3	I have used more than one function
	P4	I have used some formatting.	M4	I have used several different formulas.	D4	I have formatted my spreadsheet effectively using a range of format options
	P5	I have changed some of the data to get different results.	M5	I have used at least one function	D5	I have used appropriate headers and footer and other print layout features as appropriate.
	P6	I have printed out my spreadsheet.	M6	I have used a range of formatting.		
			M7	I have inserted or deleted rows.		
			M8	I have printed out my spreadsheet in formula view.		
			M9	I have printed out my spreadsheet using appropriate page orientation and number of pages.		

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Assessment Objective	Pass		Merit		Distinction	
<b>AO6</b> 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	To achieve a Pass, you must show evidence that you can do the following		To achieve a Merit, you must show evidence for all the Pass Criteria, and show that you can do the following.		To achieve a Distinction, you must show evidence for all the Pass and Merit Criteria, and show that you can do the following.	
	P1	I have entered data in a database.	M1	I have created and used at least one simple query which is sorted on at least one field.	D1	Candidates will enter, edit and delete data in a database and will use the data to meet a wide range of business purposes.
	P2	I have edited data in a database.	M2	I have created and used a report to print out selected data for a specific need.	D2	I have created and used at least two queries, one of which used more than one criterion.
	P3	I have deleted data in a database.			D3	I have created and used at least two reports to print data in different formats.e.g. address labels, table format, list.
	P4	I have created and used at least one simple query ie using a single search criterion.				