Unit 1: ICT skills for business

Student Name: **Teacher:**   **Date:**

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

Student Name: **Teacher:**   **Date:**

Assessment Objective	Pass	Merit	Distinction
AO4 **Select and use tools and facilities in word processing or DTP software to produce a variety of business documents**	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. 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. The documents will have been checked using a spelling checker but some errors may remain. Some formatting features, e.g. font style and size and paragraph justification will have been used.	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. They will include graphics from a range of sources. They will use spelling and grammar checks and will edit the documents to improve and correct them so that few errors remain. 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. There will be some consistency to the layout of the documents, although there may be some exceptions. 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.	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. They will include graphics from a wide range of sources. Documents will display a consistent housestyle designed by the candidate and an extensive range of software tools and facilities will have been used. They will insert fields, including date and document information. 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.
AO4 NOTES			AO4: P M D
AO5 **Create and use a simple business spreadsheet**	Candidates will create a very simple business spreadsheet using a limited number of calculations. The functions/formulas may not be efficient, but will work. There will be sufficient row/column headings to make the spreadsheet reasonably easy to understand. There may be little evidence of formatting. There will be evidence that some of the data has been changed to obtain different results. Candidates will print out their spreadsheet although the format of these printouts might not be suitable.	Candidates will create an effective business spreadsheet displaying accurate figures. It will contain a title and appropriate row/column headings. Several different formulas and at least one function will have been used. There will be some evidence of a range of formatting. Candidates will edit the spreadsheet by inserting/deleting rows. Formula printouts will be included. There will be evidence that some of the data has been changed to obtain different results. Candidates will preview and print out their spreadsheet using appropriate page orientation and number of pages.	Candidates will create an effective business spreadsheet displaying accurate figures. Formulas will be used efficiently and will include the appropriate use of more than one function. The spreadsheet will be formatted effectively using a range of format options. Formula printout(s) will be included. Candidates will edit the spreadsheet by inserting/deleting rows. There will be evidence that some of the data has been changed to obtain different results. Candidates will preview and print out their spreadsheet using appropriate page orientation and number of pages. They will use appropriate headers and footers and will set other print layout features appropriately.
AO5 NOTES			AO5: P M D
AO6 **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**	Candidates will enter, edit and delete data in a database. They will create and use at least one simple query i.e. using a single search criterion.	Candidates will enter, edit and delete data in a database. They will create and use at least one simple query ie using a single search criterion, sorting on at least one field. They will create and use a report to print out selected data for a specific need.	Candidates will enter, edit and delete data in a database and will use the data to meet a wide range of business purposes. They will create and use at least two queries, including more than one criterion, sorting on at least one field. They will create and use at least two reports to print out selected data in different formats e.g. address labels, table format, list.
AO6 NOTES			AO6: P M D

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