



ASSESSMENT MATERIAL EVIDENCE GUIDE	<h1>PREPARE WORD DOCUMENTS</h1>
Qualification Computer Operator Level: 2 Credit: 20 Version: 1	

CONTENTS	1. Assessment Summary and Record 2. Candidate Assessment 3. Assessor Judgement Guide 4. List of required tools/equipment, material and context of assessment
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ASSESSMENT AND ASSESSOR DETAILS	Competent <input type="checkbox"/> Not Yet Competent <input type="checkbox"/>																
	Assessment <input type="checkbox"/> Re-Assessment <input type="checkbox"/>																
	Assessor's Name: Assessor's Code Assessor's Signature Date <table border="1" style="float: right; margin-left: 20px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">DD</td> <td style="text-align: center;">MM</td> <td colspan="4"></td> <td style="text-align: center;">YYYY</td> </tr> </table>											DD	MM				
DD	MM					YYYY											

CANDIDATE DETAILS	Candidate's Name: <small style="display: flex; justify-content: space-between; width: 100%;"> First Name Last Name </small>																				
	Father's Name:																				
	Institute Name and District:																				
	CNIC/BFORM# <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td> </tr> </table>																				
	Registration Number issued by Assessment Body: Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/>																				
Candidate's Consent: I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal. Candidate's Signature:																					

ASSESSMENT RESULTS SUMMARY FORM	You can use this coversheet as an <i>Assessment Results Summary Form</i> . Simply post a photocopy of this completed coversheet to NAVTTCC
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NAVTTCC OFFICE ONLY	1. DATE FORM RECEIVED: <table border="1" style="display: inline-table; width: 150px; height: 20px;"> <tr> <td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td> </tr> <tr> <td style="text-align: center;">DD</td> <td style="text-align: center;">MM</td> <td colspan="4"></td> <td style="text-align: center;">YYYY</td> </tr> </table>											DD	MM					YYYY	2. DATE ENTERED INTO DATABASE: <table border="1" style="display: inline-table; width: 150px; height: 20px;"> <tr> <td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td> </tr> <tr> <td style="text-align: center;">DD</td> <td style="text-align: center;">MM</td> <td colspan="4"></td> <td style="text-align: center;">YYYY</td> </tr> </table>											DD	MM					YYYY
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ASSESSMENT SUMMARY & RECORD

Candidate's Name Father's Name

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
	WRITTEN	ORAL	OBSERVATION	PORTFOLIOS		COMPETENT	NOT YET COMPETENT
NATURE OF ACTIVITY					DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: PREPARE WORD DOCUMENTS		
Practical Skill Demonstration			✓		<ul style="list-style-type: none"> • Create Word Document • Insert Header and Footer in the Document • Format Word Documents • Perform Mail Merge • Insert Table of Contents • Print Word Documents 		
Knowledge Assessment		✓			<ul style="list-style-type: none"> • Answer all questions your assessor may have during the practical assessment 		

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CANDIDATE ASSESSMENT

Candidate's Name Father's Name

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within **one(1) hour** timeframe:

- Prepare a Microsoft word document same as mentioned in Annexure-A
- Save the word document
- Protect the word document
- Import document

Important Note: The following general performance criteria will be followed and performed in all the tasks (where applicable) by the candidate in order to meet this standard.

- ✓ Follow health and safety procedure as per the requirements of given task
- ✓ Prepare work station as per the requirements of task
- ✓ Select tools/ equipment as per the requirements of task
- ✓ Report to supervisor in case of any contingency after taking necessary actions
- ✓ Complete the work by following sequence of operations
- ✓ Perform task(s) within standard timeframe

ACTIVITIES	CANDIDATE RESPONSE
<p>1. Complete practical task of "Prepare Word Documents" under observation by an assessor</p>	<p>During a practical assessment, under observation by an assessor, I will correctly :</p> <ul style="list-style-type: none"> • Create a Microsoft word document same as given in Annexure-A <ul style="list-style-type: none"> ✓ Apply the page margins on the word document. ✓ Set similar page orientation as in Annexure-A ✓ Set similar size of the page ✓ Insert header, footer & page number in the document ✓ Apply format headings in the word file. ✓ Insert table in a word document. ✓ Insert hyperlinked to any document. ✓ Set styles as per the standard / requirements of the document ✓ Insert picture at given location of a word document as in Annexure-A ✓ Insert clip art at given location of a word document as in Annexure-A ✓ Insert shapes at a given location of a word document as in Annexure-A • Save the document <ul style="list-style-type: none"> ✓ Assign a name to the word file (self-Assessment Test). ✓ Save word document at Desktop • Protect the word document • Apply password to your document • Import the document <ul style="list-style-type: none"> ✓ Import some contents / material in a word document from any other file format. ✓ Import some material from external memory devices. • General performance criteria: <ul style="list-style-type: none"> ✓ Follow health and safety procedure as per the requirements of given task ✓ Prepare work station as per the requirements of task ✓ Select tools/ equipment as per the requirements of task ✓ Report to supervisor in case of any contingency after taking necessary actions ✓ Complete the work by following sequence of operations ✓ Perform task(s) within standard timeframe

2. Answer any questions your Assessor may have during the practical assessment	My answers to questions are correct and demonstrate my understanding of the topics and their application:
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ASSESSOR JUDGEMENT GUIDE

Candidate's Name Father's Name

INSTRUCTIONS FOR ASSESSOR

THIS SECTION CONTAINS EVIDENCE REQUIREMENTS. ORAL QUESTIONING MAY BE USED TO CLARIFY CANDIDATE UNDERSTANDING OF THE TOPIC AND ITS APPLICATION.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Complete practical task of "Prepare Word Documents "under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out:			
Prepare a Microsoft word document same as mentioned in Annexure-A	Applied the page margins on the word document.			
	Set similar page orientation as given in Annexure-A			
	Set similar size of the page			
	Inserted header, footer & page numbers in the document			
	Applied format headings in the word file.			
	Inserted table in a word document.			
	Inserted hyperlinked data to any document.			
	Set styles as per the standard / requirements of the document as in Annexure-A			
	Inserted picture at given location of a word document as in Annexure-A			
	Inserted clip art at given location of a word document as in Annexure-A			
	Inserted shapes at a given location of a word document as in Annexure-A			
Save the document	Assigned a name to the word file (Self-Assessment Test)			
	Saved word document at Desktop			
Protect the word document	Applied password to your document procedure of protecting a word document with a particular password.			
Import the document	Imported some contents / material in a word document from any other file format.			
	Imported some material from external memory devices.			
General performance criteria	Followed health and safety procedure as per the requirements of given task			
	Prepared work station as per the requirements of task			
	Selected tools/ equipment as per the requirements of task			
	Reported to supervisor in case of any contingency after taking necessary actions			

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
	Completed the work by following sequence of operations			
	Performed task(s) within standard timeframe			
2. Answer any questions you may have during the practical assessment	Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.			

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS

This section contains information regarding:

- Context of the assessment
- List of required tools and equipment
- List of consumables

1. Context of Assessment

This task will be performed in real time environment.

2. List of tools and equipment required (For five students)

S. No	Items	Quantity
1	PC	5
2	Printer	1
3	USB Flash Drive	1

3. List of consumable items required (For five students)

S. No	Items	Quantity
1	A4 Size Pages	As Per Requirement

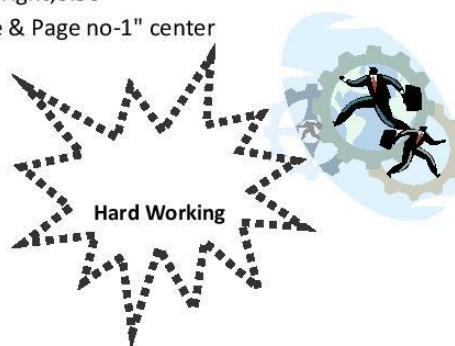
Name of your
Your Teacher
Today's Date

Assessment Test of Microsoft® Word

To Follow the Instruction mention as below, Part of the Assessment is how well you read and complete directions.

Microsoft Office Word 2010 allows you to create and edit personal and business documents, such as letters, reports, invoices, emails and books. By default, documents saved in Word 2010 are saved with the .docx extension. Microsoft Word can be used for the following purposes:

- 1 To create business documents having various graphics including pictures, charts, and diagrams.
- 2 To store and reuse ready-made content and formatted elements such as cover pages and sidebars.
- 3 To create letters and letterheads for personal and business purpose.
- 4 To design different documents such as resumes or invitation cards etc.
- 5 To create a range of correspondence from a simple office memo to legal copies and reference documents.
 - ❖ Page size: A4 , Alignment Top: 1" , Botom:1.5" , left and right;0.50"
 - ❖ Header "Name & your Roll number" and Footer " Date & Page no-1" center
 - ❖ Page border
 - Font styles , size, type
 - *Italic Font* **Bold** Under line ABCDEF Capital letter a b c



Time Table						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Half Day	
		Practical work				

Good Bye

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