ASSESSMENT MATERIAL **EVIDENCE GUIDE** **Qualification** Computer Operator **CS Code: Level:** 2 **Credit**: 14 **Version**: 1	**PREPARE SPREADSHEETS**

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ASSESSMENT AND ASSESSOR DETAILS	**Competent** ☐ **Not Yet Competent** ☐
	Assessment ☐ Re-Assessment ☐
	Assessor's Name: _____ Assessor's Code _____
	Assessor's Signature _____ Date ☐☐ ☐☐ ☐☐☐☐ DD MM YYYY

CANDIDATE DETAILS	Candidate's Name: _____ First Name Last Name
	Father's Name _____
	Institute Name and District _____
	CNIC/BFORM# ☐☐☐☐☐☐☐☐☐☐☐☐☐
	Registration Number issued by Assessment Body: _____
	Gender Male ☐ Female ☐ Transgender ☐
	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 *Assessment Results Summary Form*. Simply post a photocopy of this completed coversheet to **NAVTTC**

NAVTTC OFFICE ONLY	1. DATE FORM RECEIVED: ☐☐ ☐☐ ☐☐☐☐ DD MM YYYY	2. DATE ENTERED INTO DATABASE: ☐☐ ☐☐ ☐☐☐☐ DD MM YYYY

1 ASSESSMENT SUMMARY & RECORD

Candidate's Name ………………………………………………..Father's Name ……………………………………………………………………

ACTIVITY		METHOD			DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	OBSERVATION	PORTFOLIOS	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: PREPARE SPREADSHEETS	COMPETENT	NOT YET COMPETENT
Practical Skill Demonstration			✔		• Create Spreadsheet By Using MS EXCEL • Apply formula in a Spreadsheet • Apply functions in a Spreadsheet • Create charts in a Spreadsheet • Filter data in a Spreadsheet • Print worksheets		
Knowledge Assessment		✔			• Answer all questions your assessor may have during the practical assessment		

2	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 two and half **(2:30) hours** timeframe:
- Prepare a worksheet by following the instructions given on the Annexure "A"
- Create a worksheet by following the instructions given on the Annexure "B"
- Make a worksheet by following the instructions given on the Annexure "C"

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
1. Complete practical task of "Prepare Spreadsheets" under observation by an assessor	During a practical assessment, under observation by an assessor, I will correctly perform the following tasks: • Prepare a worksheet by following the instructions given on the Annexure "A" ✓ Enter data into the respective columns as per given instructions ✓ Apply the formula to find volume of the cuboids ✓ Apply the formula to find surface area of the cuboids ✓ Apply the function to find maximum and minimum volume at appropriate place ✓ Apply the function to find maximum and minimum surface area at appropriate place ✓ Apply the same column and row size as per given worksheet ✓ Apply the same font style and size according to the given worksheet ✓ Apply the same alignment for the cell values as per given worksheet ✓ Apply the Borders following the given worksheet ✓ Apply the shading following the given worksheet • Create a worksheet by following the instructions given on the Annexure "B" ✓ Apply the function to find maximum and minimum scores row-wise ✓ Apply the function to find maximum and minimum scores column-wise ✓ Apply the function to find over all maximum and minimum scores ✓ Apply the same column and row size as per given worksheet ✓ Apply the same font style and size according to the given worksheet ✓ Apply the same alignment for the cell values as per given worksheet ✓ Apply the Borders following the given worksheet ✓ Apply the shading following the given worksheet ✓ Create the pie chart as per given instructions ✓ Design the line chart according to the given instructions • Make a worksheet by following the instructions given on the Annexure "C" ✓ Apply the same column and row size as per given worksheet ✓ Apply the same font style and size according to the given worksheet ✓ Apply the same alignment for the cell values as per given worksheet ✓ Apply the Borders following the given worksheet ✓ Apply the shading following the given worksheet ✓ Apply the function to find marks obtained ✓ Apply the function to find percentage ✓ Apply the function to find status as pass or fail

	✓ Apply the function to calculate grades as per given criteria
	✓ Apply the function to give remarks as per given criteria
	✓ Design the line chart according to the given instructions
	• General performance criteria:
	  ✓ 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:

3	ASSESSOR JUDGEMENT GUIDE

Candidate's Name …………………………………………..Father's Name ………………………………………………………………

INSTRUCTIONS FOR ASSESSOR	This section contains minimum 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 Preparing Spreadsheets under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Prepare a worksheet by following the instructions given on the Annexure "A"	Entered data into the respective columns as per given instructions			
	Applied the formula to find volume of the cuboids			
	Applied the formula to find surface area of the cuboids			
	Applied the function to find maximum and minimum volume at appropriate place as in Annexure-A			
	Applied the function to find maximum and minimum surface area at appropriate place as in Annexure-A			
	Applied the same column and row size as in Annexure -A			
	Applied the same font style and size according to Annexure -A			
	Applied the same alignment for the cell values as in Annexure-A			
	Applied the Borders following Annexure-A			
	Applied the shading following Annexure-A			
Create a worksheet by following the instructions given on the Annexure "B"	Applied the function to find maximum and minimum scores row-wise			
	Applied the function to find maximum and minimum scores column-wise			
	Applied the function to find over all maximum and minimum scores			
	Applied the same column and row size as in Annexure-B			
	Applied the same font style and size according to Annexure-B			
	Applied the same alignment for the cell values in Annexure-B			
	Applied the Borders following the Annexure-B			
	Applied the shading following the Annexure-B			
	Created the pie chart as per given instructions in Annexure-B			
	Designed the line chart according to the given instructions in Annexure-B			

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
Make a worksheet by following the instructions given on the Annexure "C"	Applied the same column and row size as in Annexure-C			
	Applied the same font style and size according in Annexure-C			
	Applied the same alignment for the cell values as in Annexure-C			
	Applied the Borders following the Annexure-C			
	Applied the shading following the Annexure-C			
	Applied the function to find marks obtained			
	Applied the function to find percentage			
	Applied the function to find status as pass or fail			
	Applied the function to calculate grades as per given criteria			
	Applied the function to give remarks as per given criteria in Annexure-C			
	Design the line chart according to the given instructions in Annexure-C			
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			
	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	MS Office CD/DVD	For each PC

3. List of consumable items required (For five students)		
S. No	**Items**	**Quantity**
1	A4 Size Pages	As Per Requirement

Create the worksheet provided according to the following instructions:

1. Create the work sheet of same format as shown below
2. Enter Sample data in **Length, Height** and **Width** columns
3. Apply formulae to calculate:

   i. **Volume** = Length x Height x Width
   ii. **Surface area** = 2 (Length x Height + Height x Width + Width x Length)

4. Find Maximum Volume, Minimum Volume, Maximum Area and Minimum Area.

Volume & Surface Area of Cuboids						
Sr. No.	Cuboids	Length	Height	Width	Volume	Surface Area
1.	A					
2.	B					
3.	C					
4.	D					
5.	E					
Maximum Volume =						
Minimum Volume =						
Maximum Area =						
Minimum Area =						

Instructions to make the following worksheet and chart:

1. Create the work sheet of same format as shown below
2. Calculate maximum and minimum score as row wise
3. Calculate maximum and minimum score as column wise
4. Calculate overall maximum and minimum score
5. Draw a pie and line graph from column batsman name to year 2000

INTERNATIONAL CRICKET PERFORMANCE

St.#	Batsman Name	Year 1995	Year 1996	Year 1997	Year 1998	Year 1999	Year 2000	Minimum Score	Maximum Score
1	Inzimam	456	986	875	795	1285	968		
2	Saeed Anwar	789	867	856	756	784	755		
3	Ijaz Ahmad	568	598	489	845	457	845		
4	Shahid Afridi	865	485	785	745	654	684		
5	Ganguly	789	864	785	458	698	792		
6	Rahul Dravid	598	854	489	456	675	985		
7	Jay Soria	756	565	785	746	458	965		
8	Mark Waugh	795	856	765	699	587	459		
9	Ricky Ponting	784	489	764	678	685	456		
10	Alec Stewart	756	597	486	684	675	255		
Minimum Score								BEST	SCORE
Maximum Score									

Overall Minimum Score	
Overall Maximum Score	

Year wise Performance of Top Batsman

BATTING PERFORMANCE IN YEAR 2000

Instructions to make the following worksheet and chart:

1. Create the result sheet (sample given below)
2. Find out the Marks obtained and Percentage
3. Apply the function to assess a student whether he/she is Pass or Fail
4. Find the Grades as per the given criteria below
   a. A+ >= 95   A >= 90   B >= 80   C >= 65   D >=50 and Fail = below 50
5. Fill in the Remarks column according to the grades of each students as following:
   a. A+ = Excellent, A = V. Good, B = Good, C = Fair and D = Average
6. Draw a line graph of column Student Vs English
7. Show **Student name** that got maximum marks below the worksheet.

			Statics							

RESULT SHEET OF CENTRAL MODEL COLLEGE BAHAWAL NAGAR

R.No.	Student Name	Mathatic		Statics		English	Pak Studies	Marks Obtained	%-age	Pass or Fail	Grade	Remarks
		A	B	A	B							
		100	100	100	100	100	50	550	100			
1	Temoor	85	88	85	90	91	46	485	88.18	Pass	B	Very Good
2	Nazir	66	70	72	75	78	42					
3	Omer	45	46	44	48	62	26					
4	Majid	75	78	73	74	72	36					
5	Hafeez	62	56	60	58	60	32					
6	Maqbool	35	36	25	28	36	28					
7	Salman	70	68	67	68	69	36					
8	Younis	55	54	52	48	59	37					
9	Nawaz	90	96	96	95	94	50					
10	Zaheer	78	86	85	78	82	46					

Marks in English

Students Name