## 116938 practical and logbook

## Observation

**Specific Outcome 6:** Check spelling and grammar in a document

Assessment Criteria

Text is checked for spelling and grammar and corrections made based on judgement: Word, paragraph, document

Words are added to the custom dictionary

**Specific Outcome 7:** Adjust the display characteristics

Assessment Criteria

The page view mode is changed: Any three of: normal, web, print layout, outline, draft, multi-page

View is increased and decreased

Toolbars are removed and added

|  |  |
| --- | --- |
| Action | Performed correctly Yes /No |
| 1. Run a spell check on Document 1 and add the following words/names to the dictionary: Atanasoff, Mauchly, and Presper. (3) |  |
| 1. Change the view of the document to outline view, the zoom to 85% and save. (2) |  |
| 1. Switch the Ruler on (3) |  |

**TOTAL 70**

## Written Workplace Project

1. Create the following documents at work. If this is not part of your job, offer to help someone else:
   1. An interdepartmental memo
   2. Agenda of a meeting
   3. Minutes of a meeting
   4. Attach copies of your documents to your assessment

Instructions regarding the documents:

Highlight the text in at least one document

Make use of different font types and sizes

Make use of paragraphs and page breaks

Your supervisor/manager has to attach written confirmation that this is your own work

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| Logbook 116938 | | | | | | | |
| **Date** | **Assignment No** | | | **Start** | | **Finish** | **Total Hours** |
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| Date | | Learner signature | Date | | Mentor/supervisor signature | | |
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