## 7570 Workplace Assignment

## Observation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criteria | Actions | | Yes | No |
| Borders are added to a document.  SO3 AC1 | Open the Time Management document and follow the instructions as stated in the document  Add a page border as per the instructions on page 1 | |  |  |
| Add a border to the “Organising your Diary” text on page 2 | |  |  |
| Bulleted or numbered lists are inserted into document  SO3 AC2 | Insert bullets as per the instructions on page 1 | |  |  |
| Add numbers to the sentences starting with “One colour for the monthly meetings” and ending with “A different colour for each important activity” per the instructions on page 2 | |  |  |
| Bullets and numbers are formatted  SO3 AC2 | Create an Outline numbered list as per the instructions on page 3 | |  |  |
| Existing styles are applied to document SO1 AC2 | Change the style as per the instructions on page 3 | |  |  |
| Page breaks and section breaks are inserted SO1 AC3-4 | Insert a page break as per the instructions on page 4 | |  |  |
| Endnotes and footnotes are inserted SO1 AC6 | Insert a footnote as per the instructions on page 5 | |  |  |
| A standard table is created. SO3 AC3 | Add a table as per the instructions on page 5 | |  |  |
| Columns are inserted. SO3 AC5 | Add a column to the table | |  |  |
| Rows are inserted. SO3 AC5 | Add a row to the table | |  |  |
| Borders are added to the table SO3 AC6 | Add a border to the table | |  |  |
| Columns and rows are deleted SO3 AC5 | Delete the first row of the table | |  |  |
| Symbols, date and time and page numbers are inserted in the text  Headers and footers are inserted into document and formatted.  SO1 AC5-6 | Insert the date as per the instructions in the document | |  |  |
| Insert a symbol as per the instructions in the document | |  |  |
| Insert the page number in a footer per the instructions in the document | |  |  |
| A picture, image or graphics file is added to document SO4 AC1 | Insert a clipart image and resize it | |  |  |
| Change line colours, line style, width and fill colours SO4 AC4 | Change the line colours, line style, width and fill colours of the clipart image | |  |  |
| Autoshapes are added to document and manipulated | Insert an Autoshape and change the border | |  |  |
| An appropriate document template is chosen or created and used for a specific task SO1 AC1 | Open a new fax document and enter the details as follows:  The fax is from yourself to your facilitator  The subject is Word Intermediate Course  Give your feedback about this assessment in the body of the fax | |  |  |
| Section breaks are inserted. SO1 AC4 | Insert a section break into your fax | |  |  |
| A spreadsheet or derived image, chart or graph is added to a document SO4 AC3 | Insert an Excel spreadsheet into the fax, on the second page. | |  |  |
| An image within a document is manipulated. SO4 AC4 | Insert numbers into cells A1 to C1:  25894  3574  1325  Save the fax as Work sample | |  |  |
| Spell-check tool is used and appropriate changes are made. SO1 AC1  Grammar tool is used and changes are made where appropriate. SO2 AC2 | Open the document called Spell  Do a spelling and grammar check, making the necessary changes | |  |  |
| Thesaurus is used. SO2 AC3 | Use the Thesaurus to look up a synonym for close. Add it to your document.  Save and close the document | |  |  |
|  | |  | | |
| Learner signature | | Facilitator signature | | |

#### Case study: Merge

SO5 AC1-2

1. Type the following in Document 1:

A number of claims have been put forward as to who developed the first digital computer.

The best known claim is made on behalf of the Harvard Mark 1 which was built by H. H. Aiken with financial assistance from IBM. This computer was completed in 1944. The calculator was electro‑mechanical and was 15 metres long and 2 metres high. It took the Mark 1 about 4.5 seconds to multiply two numbers, each containing 23 digits.

A physicist, Dr John V Atanasoff, made an important contribution to the continued development of the computer. In collaboration with Clifford Berry, he built the first completely electronic digital computer (The ABC ‑ Atanasoff Berry Computer). This computer was, however, only used as a prototype.

The ENIAC (Electronic Numerical Integrator and Computer) was developed in 1946. The ENIAC is regarded as the first successful electronic digital computer. It was more powerful than the other machines which had been built up to that point and was so fast that it could do, in one day, electronic calculations which would have taken 300 days by hand. It had the disadvantage that it did not use an internal stored programme.

1. Use the document created to create a merged document. The document must be sent to at least four people.
2. Create a new data source to add at least three recipients.
3. Add at least the following fields: title, first name, last name, address.
4. Create envelopes for the recipients.
5. Sort and edit the data in your data source. Call the facilitator to observe this. Sort the data alphabetically and edit one name in the data source.
6. View your document in print preview. . Call the trainer when performing these tasks

SO3 AC1-7

#### Work sample: Tables

1. Create a table with 2 columns and 7 rows that contains the following contents:

Subject Marks

Afr 78

Eng 81

Science 76

Biology 65

Maths 67

Accounting 56

1. Delete the word Accounting and insert Art
2. Insert a row below Art and enter the text Geography in the created row’s 1st cell.
3. Copy the mark for Eng (81) into the last cell as the mark for Geography. Call the trainer when performing this instruction.
4. Delete the cell in row 2 containing the marks for Afr, when prompted click on “shift cells left”.
5. Draw a table and add the following information. Make sure the facilitator observes you drawing the table:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Learner Name | Demographic Form | Copy of ID | Copy of Licence | Copy of PrDP |
| Rasephya M.A. | Yes | Yes | Yes | No |
| Khoza C | Yes | Yes | Yes | No |
| Modise P | Yes | Yes | Yes | Yes |
| Makgatho J.S | Yes | Yes | Yes | Yes |

1. Type the following information and convert to a table.

Mogoane A.M

Golele H.A

Duma T.P

Gabathole G.S

1. Change the column width of the column containing the subjects to 1.5”
2. Change the row height of the first row to 0.3”
3. Set the formatting of all the cells containing marks to center.
4. Change the borders around the first row to 2 ¼ pt and set as grid.
5. Change the shading in the first row to light green
6. Change the font colour of geography to brown and art to red.
7. Change the border colour of all the lines except line 1 to sea green.
8. Copy the entire table and paste it below the original table. AutoFormat the table to Table Colourful one.
9. In table 2, merge cells 2-7.
10. In table 2, sort the subjects alphabetically (ascending).
11. In table two, insert a row at the bottom. Use the bottom right Cell and add all the marks using the formula function.

#### Work sample: mail merge

SO5 AC1-2

1. Compile an address list of your colleagues or fellow students. Include their surnames, first names, addresses, contact telephone numbers and birth dates. Add the information to a table.
2. Add borders and shading to the table
3. Change the text colour of the telephone numbers to dark green
4. Align the text to the middle of the cell
5. Change the text direction of the first row to vertical
6. Make sure that all the rows have the same height
7. Sort the data alphabetically

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| --- | --- | --- | --- | --- |
| Logbook 7570 | | | | |
| **Date** | **Assignment No** | **Start** | **Finish** | **Total Hours** |
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|  |  |  |  |  |
| Date | Candidate signature | Date | Mentor/supervisor signature | |

# ASSESSMENT REVIEW

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME of LEARNER** | | | | | **NAME of ASSESSOR** | | | | | |
| **VENUE** | | | | | **DATE of REVIEW** | | | | | |
| **UNIT STANDARD** | | 7570 Produce word processing documents for business | | | | | | | | |
| **Review Dimension** | | | | **ASSESSOR** | | **LEARNER/**  **CANDIDATE** | | **ACTION** | | |
| The principles/criteria for good assessment were achieved? | | | | Agree  Disagree | | Agree  Disagree | |  | | |
| The assessment related to the registered unit standard? | | | | Agree  Disagree | | Agree  Disagree | |  | | |
| The assessment was practical? | | | | Agree  Disagree | | Agree  Disagree | |  | | |
| It was time efficient and cost-effective and did not interfere with my normal responsibilities? | | | | Agree  Disagree | | Agree  Disagree | |  | | |
| The assessment instruments were fair, clear and understandable | | | | Agree  Disagree | | Agree  Disagree | |  | | |
| The assessment judgements was made against set requirements | | | | Agree  Disagree | | Agree  Disagree | |  | | |
| The venue and equipment was functional? | | | | Agree  Disagree | | Agree  Disagree | |  | | |
| Special needs were identified and the assessment plan was adjusted | | | | Agree  Disagree | | Agree  Disagree | |  | | |
| Feedback was constructive against the evidence required | | | | Agree  Disagree | | Agree  Disagree | |  | | |
| An opportunity to appeal was given | | | | Agree  Disagree | | Agree  Disagree | |  | | |
| The evidence was recorded | | | | Agree  Disagree | | Agree  Disagree | |  | | |
| **LEARNER”S DECLARATION OF UNDERSTANDING** | | | | | | | | | | |
| I am aware of the moderation process and understand that the moderator could declare the assessment decision invalid | | | | | | | | | | |
|  | | |  | | | | | |  | |
| **Learner** | **Date** | | **Assessor** | | | | **Date** | | **Moderator** | **Date** |

## Candidate Feedback Report

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Candidate's Name |  | | | | ID No. |  |
| Assessor's Name |  | | | | Reg. No. |  |
| Unit Standard Title | 7570 Produce word processing documents for business | | | | | |
| ASSESSMENT DECISION | | | | | | |
| Source of Evidence | | C | NYC | Comments | | |
| Assessments | |  |  |  | | |
| Product | |  |  |  | | |
| Indirect Evidence | |  |  |  | | |
| Overall Assessment Decision | | | |  | | |
| Additional Notes | | | |  | | |
| Date | | | |  | | |
|  | | | |  | | |
| Signature of Assessor | | | | Signature of Candidate | | |

## Candidate Appeal Form

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate's Name: | ID No. | |  |
| Assessor's Name: | Reg. No. | |  |
| Unit Standard Title: | 7570 Produce word processing documents for business | | |
| Date: |  | | |
| SECTION 1 |  | | |
| Candidate's reason for disagreeing with the assessment decision | |  | |
| Assessor's rationale for the assessment decision | |  | |
| Candidate's signature | |  | |
| Assessor's signature | |  | |
| SECTION 2 | |  | |
| Moderator's decision | |  | |
| Moderator's signature | |  | |

Please send this form to:

## Assessor's Report

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Candidate's Name |  | | | | | ID No. |  |
| Assessor's Name |  | | | | | Reg. No. |  |
| Unit Standard Title | 7570 Produce word processing documents for business | | | | | | |
| ASSESSMENT DECISION | | | | | | | |
| Specific Outcome | | | C | NYC | Comments | | |
| Change appearance of document: Page and section numbers, date author, file name, symbol | | |  |  |  | | |
| Check document for spelling and grammar | | |  |  |  | | |
| Create lists and tables in document | | |  |  |  | | |
| Add and manipulate Pictures, Images and Objects in a document | | |  |  |  | | |
| Use Mail Merge feature | | |  |  |  | | |
| Document is saved in a different file format: Text file (.txt), Rich Text Format (.rtf), Document Template, Software type, Version | | |  |  |  | | |
| Overall Assessment Decision | |  | | | | | |
| Comments | |  | | | | | |
| Date | |  | | | | | |
|  | |  | | | | | |
| Signature of Assessor | | Signature of Candidate | | | | | |

## Moderator's Report

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Moderator's Name |  | | | | Reg. No. | |  |
| Assessor's Name |  | | | | Reg. No. | |  |
| Candidate's Name |  | | | | ID No. | |  |
| Unit Standard Title | 7570 Produce word processing documents for business | | | | | | |
| MODERATION DECISION | | | | | | | |
| Specific Outcome | | | C | NYC | | Comments | |
| Change appearance of document: Page and section numbers, date author, file name, symbol | | |  |  | |  | |
| Check document for spelling and grammar | | |  |  | |  | |
| Create lists and tables in document | | |  |  | |  | |
| Add and manipulate Pictures, Images and Objects in a document | | |  |  | |  | |
| Use Mail Merge feature | | |  |  | |  | |
| Document is saved in a different file format: Text file (.txt), Rich Text Format (.rtf), Document Template, Software type, Version | | |  |  | |  | |
| Overall Moderation Decision | |  | | | | | |
| Feedback to Assessor | |  | | | | | |
| Action Required | |  | | | | | |
| Date of Moderation | |  | | | | | |
| Signature of Moderator | |  | | | | | |
| Signature of Assessor | |  | | | | | |
| Signature of Candidate | |  | | | | | |