Instruction Sheet for the Candidate

Qualification	Computer Assistant **(Mobile App, Web & Game Development)**
Competency Standard	Draft Office Documents
Purpose of Assessment	Formative Assessment
Candidate Details	Name_____ Registration/Roll Number_____
Guidance for Candidate	**To meet this standard, you are required to complete the following within 03 Hrs. time frame (for practical demonstration & assessment):** • Prepare Word Document • Prepare Spreadsheet • Prepare Presentation • Prepare In-page files • Backup office record and Maintain integrity of files • Convert Files
Time: 03 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	**Prepare Word Document** 1. Create new document / open already existing word document 2. Set page Layout 3. Perform basic Formatting (text, paragraph, page) 4. Perform insert operation (picture, shapes, charts, tables, smart art, clip art, hyperlinks, page numbers, header/footers, bullets/numbering, columns) in the word document 5. Check the spellings in the word file through available dictionary 6. Save document 7. Print document **Prepare Spreadsheet** 1. Create / open Spread Sheet 2. Set page Layout 3. Perform basic Formatting

4. Perform insert operation (picture, charts, smart art, clip art, hyperlinks, page numbers, header/footers, bullets / numbering) in the spread sheet
5. Insert / use arithmetic functions/formulas
6. Save Spreadsheet
7. Print Spreadsheet

Prepare presentation

1. Create / open presentation
2. Set page Layout
3. Perform basic Formatting
4. Perform insert operation (slides, picture, shapes, charts, tables, smart art, clip art, hyperlinks, page numbers, bullets/numbering) in the presentation.
5. Select various template designs
6. Apply animation to slides
7. Check the spellings in the presentation through available dictionary
8. Run the presentation
9. Save the presentation
10. Print the presentation

Prepare In-page files

1. Set Keyboard preferences for Inpage Urdu
2. Set page Layout
3. Create a paragraph in Noori nastaliq Font.
4. Perform basic Formatting in Inpage File
5. Toggle between languages
6. Perform insert operation (picture etc.) in the Inpage file
7. Insert Columns
8. Save Inpage File
9. Print Inpage File

Backup office record and Maintain integrity of files

1. Create backup on cloud based storage.
2. Verify the integrity of backup by restoring backup

	Convert Files
	1. Convert files into different formats
	2. Use online convertor to give a practical demonstration

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Computer Assistant **(Mobile App, Web & Game Development)**
Competency Standard	Draft Office Documents
Purpose of Assessment	Formative Assessment
Assessment Task	• Prepare Word Document • Prepare Spreadsheet • Prepare Presentation • Prepare In-page files • Backup office record and Maintain integrity of files • Convert Files

I can………………

Performance Criteria	Yes	No
1. Create new document / open already existing word document	☐	☐
2. Set page Layout	☐	☐
3. Perform basic Formatting (text, paragraph, page	☐	☐
4. Perform insert operation (picture, shapes, charts, tables, smart art, clip art, hyperlinks, page numbers, header/footers, bullets/numbering, columns) in the word document	☐	☐
5. Check the spellings in the word file through available dictionary	☐	☐
6. Save document	☐	☐
7. Print document	☐	☐
8. Create / open Spread Sheet	☐	☐
9. Set page Layout		
10. Perform basic Formatting	☐	☐
11. Perform insert operation (picture, charts, smart art, clip art, hyperlinks, page numbers, header/footers, bullets / numbering) in the spread sheet	☐	☐
12. Insert / use arithmetic functions/formulas	☐	☐
13. Save Spreadsheet	☐	☐

14. Print Spreadsheet		
15. Create / open presentation		
16. Set page Layout		
17. Perform basic Formatting		
18. Perform insert operation (slides, picture, shapes, charts, tables, smart art, clip art, hyperlinks, page numbers, bullets/numbering) in the presentation.		
19. Select various template designs		
20. Apply animation to slides		
21. Check the spellings in the presentation through available dictionary		
22. Run the presentation		
23. Save the presentation		
24. Print the presentation		
25. Set Keyboard preferences for Inpage Urdu		
26. Set page Layout		
27. Create a paragraph in Noori Nastaliq Font.		
28. Perform basic Formatting in Inpage File		
29. Toggle between languages		
30. Perform insert operation (picture etc.) in the Inpage file		
31. Insert Columns		
32. Save Inpage File		
33. Print Inpage File		
34. Create backup on cloud based storage.		
35. Verify the integrity of backup by restoring backup		
36. Convert files into different formats		
37. Use online convertor to give a practical demonstration		

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgment Guide

Qualification	Computer Assistant **(Mobile App, Web & Game Development)**
Competency Standard	Draft Office Documents
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ **Name of the Assessor**_____ **Assessor's code:** _____ **Signature:** _____

Assessment Summary (to be filled by the assessor)							
Activity	**Method**					**Result**	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment		✓					
Other Requirement							

Observation Checklist

Assessment Task	- Prepare Word Document - Prepare Spreadsheet - Prepare Presentation - Prepare In-page files - Backup office record and Maintain integrity of files - Convert Files		
During the practical assessment, candidate demonstrated the following:	**Yes**	**No**	**Remarks**
1. Create new document / open already existing word document			
2. Set page Layout			
3. Perform basic Formatting (text, paragraph, page			
4. Perform insert operation (picture, shapes, charts, tables, smart art, clip art, hyperlinks, page numbers, header/footers, bullets/numbering, columns) in the word document			
5. Check the spellings in the word file through available dictionary			
6. Save document			
7. Print document			
8. Create / open Spread Sheet			
9. Set page Layout			
10. Perform basic Formatting			
11. Perform insert operation (picture, charts, smart art, clip art, hyperlinks, page numbers, header/footers, bullets / numbering) in the spread sheet			
12. Insert / use arithmetic functions/formulas			
13. Save Spreadsheet			
14. Print Spreadsheet			
15. Create / open presentation			

16.	Set page Layout			
17.	Perform basic Formatting			
18.	Perform insert operation (slides, picture, shapes, charts, tables, smart art, clip art, hyperlinks, page numbers, bullets/numbering) in the presentation.			
19.	Select various template designs			
20.	Apply animation to slides			
21.	Check the spellings in the presentation through available dictionary			
22.	Run the presentation			
23.	Save the presentation			
24.	Print the presentation			
25.	Set Keyboard preferences for Inpage Urdu			
26.	Set page Layout			
27.	Create a paragraph in Noori Nastaliq Font.			
28.	Perform basic Formatting in Inpage File			
29.	Toggle between languages			
30.	Perform insert operation (picture etc.) in the Inpage file			
31.	Insert Columns			
32.	Save Inpage File			
33.	Print Inpage File			
34.	Create backup on cloud based storage.			
35.	Verify the integrity of backup by restoring			

	backup			
36.	Convert files into different formats			
37.	Use online convertor to give a practical demonstration			
Competent ☐		**Not Yet Competent** ☐		

Knowledge Assessment

Qualification	Computer Assistant **(Mobile App, Web & Game Development)**
Competency Standard	Draft Office Documents
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	**COMPETENT** ☐ **NOT YET COMPETENT** ☐ Name of the Assessor: _____ Assessor's code: _____ Signature of the Assessor: _____

Candidate's response is not required to be identical, but similar concepts and/or keywords must be used. Oral questioning may be used to clarify candidate understanding of topic and its application.

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)	**Satisfactory**	**Not Satisfactory**
1. What is a Word Processor Software?		
2. What is Toggle function in Inpage?		
3. What is Cell Reference in MS Excel?		

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Feedback to the Candidate
Candidate's Signature_____ **Assessor's Signature** _____