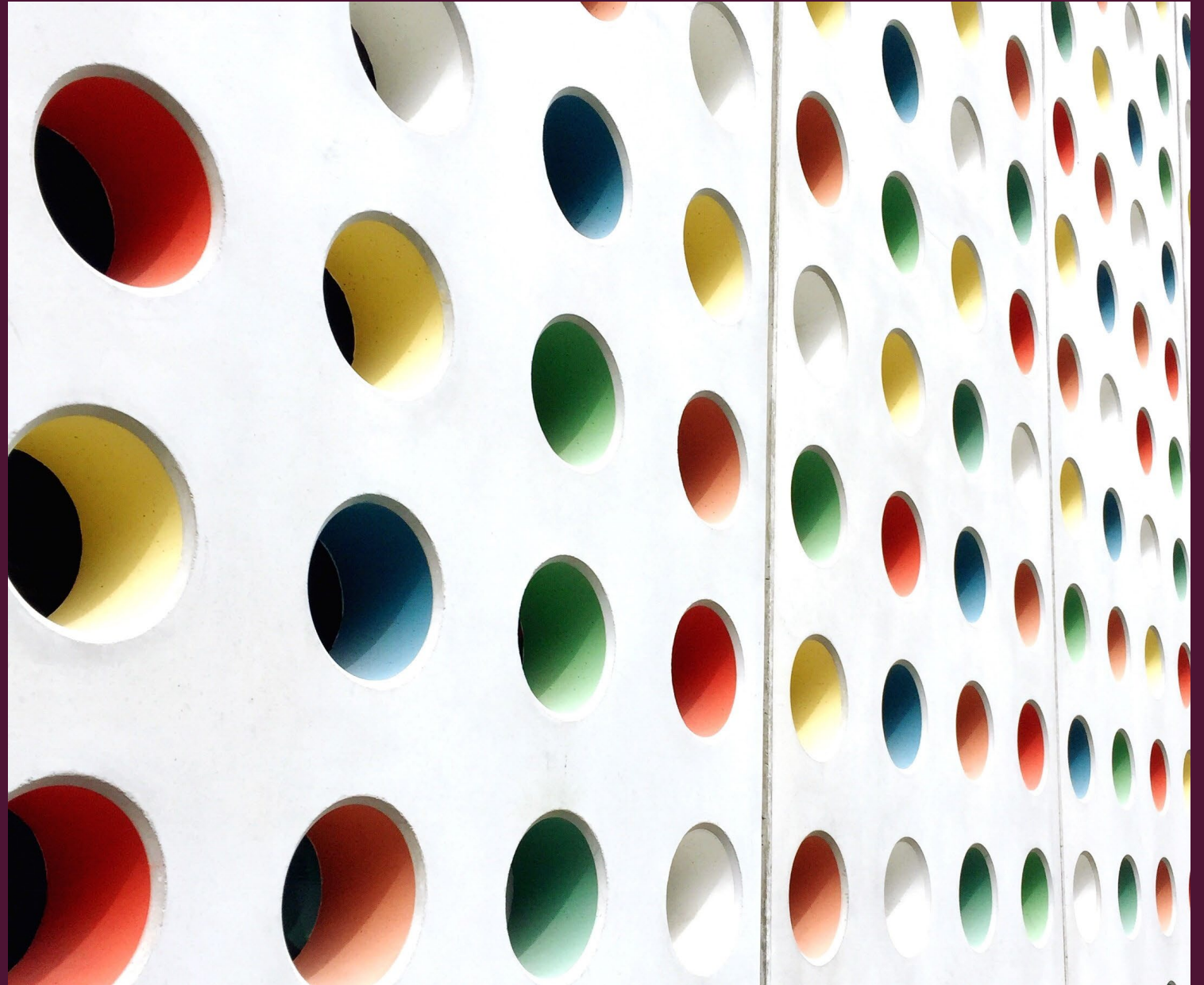


ASSESSMENT DETAILS AND CLARIFICATION

LECTURER: MARK GILLAN



TASK I

- Comprises of 4 searches, each Plan Idea has a source of search (search engine name), planned search criteria (what you plan to type into the search engine for the search).
- We need to search more than once, hence the need for 4 searches.
- We wouldn't just go to google, type something into search and accept what we are given ... there can be so much more information out there. Change keywords, phrases, use Boolean, use Advanced Search Technique and plan to look for more information than just one wee search.
- So, **Source of search is the search engine planned to be used**, it could be more than one. Planned **search criteria is what you plan to type into the search engine(s)**.

TASK 2

- An evaluation of TWO different websites. It can be any TWO websites to which you might gather information; select two different websites from the returns of your searches on search engines.
- Remember, Google or Bing or whatever search engines do NOT hold information that websites provide, search engines provide a list of possible web pages that might hold information to which you require.
- So, evaluate two different websites using the headings provided, similar to the pre-assessment. Have a look back at video tutorials / explanations, use the examples provided, consider each part of the evaluation form to ensure your arguments as to the information obtained on the websites.

TASK 3

- Analyse and evaluate your whole search strategy, from the initial planning through the searching through the returns of search engines through the information obtained through to considering new ideas and changes for future searches.
- Try to answer all the leading questions in full.

TASK 4

- This is planning the use of application software.
- It is important to demonstrate your knowledge as to what each application software might be used for different requirements.
- For example, you wouldn't use Microsoft Excel to type a letter – it could, but it isn't meant for this purpose, it is more suited to another use. You need to look again at the Project Brief, what is required of you throughout the assessment, list the application software, explain what you will use it for in tasks to come and detail the tools you will use in each application software.
- So, this is to plan the application software and the tools to be used in each. To show you know the different purposes of using each software package and the tools available.

TASK 5

- Application Software help facilities can remind us about tools within the package. It is important you know how to use the help facility.
- Use the help facility to look something up, show you have obtained the relevant answer. Explain your use and provide screenshot(s) to evidence finding something useful within the help facility.

TASK 6

- This task asks you to use an appropriate application software package to create a 6 x A4 paged document that could be printed out and distributed (we don't need to print the document nor distribute, just show you create the file as required). Think about the front cover sheet, images with text wrapped, paragraph or page border and everything else that is required. You should have already planned the use of the application back in Task 4, knowing what you need to do now, go ahead and produce the file. Know the difference between a document that would normally be printed for distribution, as opposed to an on-screen presentation that will come in the next task.
- For example, a user might be able to produce something in Microsoft Excel, but would it be the best application to use and would it not be easier using another application that is specifically for that purpose?
- So, a document that fits the bill. Use software appropriate for the task. The assessment is testing you on the selection of appropriate software for the task as well as performing everything for the task.

TASK 7

- This task asks you to use an appropriate application software package to create 6 slides for presenting information on-screen, not printed, on-screen. You are not required to present but to show you are ready if required. Make use of the tools available within the appropriate application software package to something really nice that adheres to the task and shows your knowledge and ability. Have fun!
- So, present the information on-screen, not for print, just on-screen. Use software that is specifically used for this purpose.

TASK 8

- List changes to the file created in Task 6. Make the changes. Ensure they are major changes that can easily be seen by your lecturer and any verifier. At least 2 major changes are required. Save the file using the file name requested.
- So, your lecturer should see the original file and the edited file to compare them.

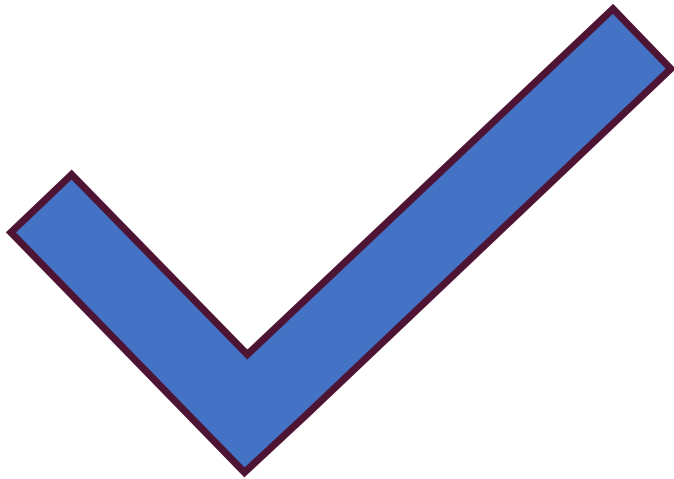
TASK 9

- This task ask some questions and requests evidence of your knowledge in respect to security. Similar to the pre-assessment, not exactly the same but along the same lines.

TASK 10

- Screenshot evidence or photographs (screenshots are easier and can be placed into the file).
- The first part is to evidence your knowledge and ability to print a certain two pages of a document, then 3 copies of all pages.
- Part 1: Screenshot evidence placed into a file named: **printing**
- The second part is to evidence backing up with screenshots of original files held in a folder or folders and then a screenshot of the same files on a different storage device or on the cloud backed up.
- Part 2: Screenshot evidence placed into a file named: **backingup**

FINALLY



- Lastly, check everything for each task to ensure all is done and nothing has been missed.
- Check again. Submit to your lecturer for marking and feedback.
- The more you check to ensure everything is complete and nothing has been missed, the more likely to pass first time.
- However, don't be too caught up in worrying, just check and feel more confident with your submission.