



COMMON MISTAKES

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MOST NOTABLE ERRORS TO AVOID

- Search plan and search criteria
- Evaluation of websites
- Analysis and evaluation of search strategy
- Help facility evidence
- Word documents
- Changes to a file
- Security
- Printing and backing up



SEARCH CRITERIA

- Use of Boolean / Advanced Search Technique must be used
- Syntax:
 - “phrase here” AND “phrase here”
 - “phrase here” OR “phrase here”
 - “phrase here” NOT “phrase here”
- Notice the correct syntax with double quotation marks and a space before and after the operator in capital letters
- Try using more than one search engine and make a note of their differences



EVALUATION OF WEBSITES

- TWO different websites visited whilst searching online
- NOT the search engine itself
- Detail as to why you are saying what you think for each section
- If no date available for 'currency' then say what you might look for to check how current the information might be within the website
- Consider how good a website is compared to another not so good when wording answers



ANALYSIS AND EVALUATION OF SEARCH STRATEGY

- Be honest
- Analyse each search compared to others
- Use the leading questions
- Do not answer just 'yes' – support your response with reasoning
- The SQA like to see students learn from planning and learn from their evaluation
- No need for pages and pages, but need to ensure sufficient for each leading question
- Think about what you could do different next time, a couple of things different



HELP FACILITY EVIDENCE

Show use of the application software help

Show finding of the help

Explain the search and find

Declare how you used the information located into the Help facility

Screenshot with some wording



WORD PROCESSING

- Incorrect file type – should be a Word Document not Open Software Document or any other software that might lose information. It should be Microsoft Word document as the file type
- Remember when saving, three things:
 - File name
 - File Type
 - Destination for save
- Ensure each task has the correct file(s) on One Drive
- Check all tools used as listed, use the list that includes bullet / numbering, table, etc.



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CHANGES TO A FILE

- EDIT must be evidenced
- TWO different files
- The BEFORE and the AFTER
- In other words, the original exactly as it was and the edited file different from the original file
- A copy of the original, edited with major edits to be immediately seen when viewed and compared
- Name files as directed



SECURITY

- A couple of ideas as to making a password hard to hack
- Describe password protection of a file such as a Word document
- At least TWO different reasons for using security software, number each reason
- Explain how to check file(s) or a whole folder for viruses
- At least TWO different reasons for backing up data, number them 1 and 2 or more



PRINTING AND BACKING UP

- Screenshot evidence of knowing how to print, ensure syntax correct for printing
 - Pages 1 and 3 only
 - 3 copies of all pages
- Name the file correctly
- Backup on the cloud
- Screenshot of having backed up
- Check all files are backed up
- Name the file correctly



AIM FOR SUCCESS

- Check everything prior to submission
- Ensure all is done
- The aim ... Success
- Aim to pass first time
- This list of common mistakes should help quite a bit to ensure everything is correct
- Use this as a reminder of your knowledge and a reminder to avoid the common mistakes

