

Student Files Check

(with file names first and explanation as to requirement):

File Name:	Explanation of content:
Report	<i>Microsoft Word document</i> – the project report
Calculations	<i>Excel file</i> – data analysed with functions use
Project	<i>PowerPoint</i> Presentation of project summary
Printing	<i>Word document</i> with screenshots showing ability to print the following: - 2 copies all pages of Report. - 1 copy of pages 1,3,5 of Report - 1 copy of first 3 pages of Report (No need to physically print, just show ability to print, using screenshots of print dialog box with correct settings) You could send to the printer to allow the next task.
Print Manager	<i>Word document</i> containing Screenshots of entering into the Print Manager to view files sent to the printer or showing the print manager being available to you.
Control Panels	<i>Word document</i> containing screenshots of Device Manager including Properties of a device and System Info. Explain your understanding of Control Panels.
Filing	<i>Word document</i> containing screenshots of One Drive with folders and files ready for marking – all files, correctly named, in relevant folders.

Ensure you place your files in the Pre-Assessment folder with all other Project files you wish to submit.

These files will be marked and will go towards assessment.

Assessment has project work and other tasks covering checklists that will contribute to the overall unit result.

Check and re-check everything!