

Written Assessment Guide
for
“Dies and Mould
Technology”
Level-2
Perform Basic Computer Operations

1st -5th March 2021



National Vocational & Technical
Training Commission

Title of Qualification: National Vocational Certificate Level 2, in (Dies and Mould Technology) "Machinist"	CS Code:	Level: 2	Version: 01
Competency Standard Title: Perform Basic Computer Operations Maintain Personal Health, hygiene and safety Perform Basic Communication skills	Assessment Date (DD/MM/YY): Assessment Time: 30 min		

Guidance for Candidate	To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.
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Assessors Guide (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)


Candidate Details	Name:.....Registration/Roll Number: Candidate Signature:
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor:Assessor's code: Signature of the Assessor:

Title of Qualification: National Vocational Certificate Level 2, in (Dies and Mould Technology) “Machinist”	CS Code:	Level:2	Version:01
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WRITTEN ASSESSMENT

Question	Candidate's answer
1. Ctrl+Esc	
2. Ctrl+Shift+Esc	
3. Ctrl+X in MS word	
4. Ctrl+V in MS word	

Question	Candidate's answer
5. Ctrl+A in MS word	
6. What is MS Excel spreadsheet?	
7. What are the four uses of Microsoft Power Point?	
8. What are the benefits of PowerPoint?	
9. What are PPE requirements?	
10. Red rectangle/square with black x 	

Question	Candidate's answer
<p>11. Green rectangle with white cross</p> 	
<p>12. What are the 5 C's of communication?</p>	
<p>13. Write any five barriers to communication?</p>	

ANSWER KEY

Sr.	Answers
1	Opens the Start menu.
2	Opens Windows Task Manager.
3	Cut
4	Paste
5	Select whole document
6	Spreadsheets present tables of values arranged in rows and columns that can be manipulated mathematically using both basic and complex arithmetic operations and functions.
7	<ul style="list-style-type: none">• Documents• Performed calculations• Analyzed data• Reports in slides shows
8	<ul style="list-style-type: none">• Increasing visual impact.• Improving audience focus.• Providing annotations and highlights.• Analyzing and synthesizing complexities.• Enriching curriculum with interdisciplinary.• Increasing spontaneity and interactivity.• Increasing wonder
9	PPE is equipment that will protect the user against health or safety risks at work.
10	Harmful
11	First aid station
12	<ul style="list-style-type: none">• Clarity,• Consistency,• Creativity• Content• Connections
13	<ul style="list-style-type: none">• The use of jargon. Over-complicated or unfamiliar terms.• Emotional barriers and taboos.

	<ul style="list-style-type: none">• Lack of attention, interest, distractions, or irrelevance to the receiver.• Differences in perception and viewpoint.• Physical disabilities such as hearing problems or speech difficulties.• Language differences and the difficulty in understanding unfamiliar accents.• Cultural differences.
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