

Instruction Sheet for the Candidate

Qualification	National Vocational Certificate in Metal Forming & Processing Level 3
Competency Standard	Draft office documents
Purpose of Assessment	Formative Assessment
Candidate Details	Name _____ Registration/Roll Number _____
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within 04 Hrs. time frame (for practical demonstration & assessment):</p> <ul style="list-style-type: none"> • CU1. Prepare document on MS word • CU2. Prepare spreadsheet • CU3. Prepare presentation • CU4. Create backup of office documents record (internal/external) • CU5. Convert files into different formats
Time: 04 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	<p>CU1. Prepare document on MS word</p> <p>P1. Select the MS word program</p> <p>P2. Create new document / open already existing word document</p> <p>P3. Set page Layout</p> <p>P4. Perform basic Formatting (text, paragraph, page)</p> <p>P5. Perform insert command (picture, shapes, charts, tables, smart art, clip art, hyperlinks, page numbers, header/footers, bullets/numbering, columns) in the word document</p> <p>P6. Check the spellings in the word file through available dictionary</p> <p>P7. Save document</p> <p>P8. Print document</p> <p>CU2. Prepare spreadsheet</p> <p>P1. Select the spreadsheet application</p> <p>P2. Create / open Spread Sheet</p> <p>P3. Set page Layout</p> <p>P4. Perform basic Formatting</p> <p>P5. Perform insert command (picture, charts, smart art, clip art, hyperlinks, page numbers, header/footers, bullets / numbering) in the spread sheet</p> <p>P6. Insert / use arithmetic functions/formulas</p> <p>P7. Save Spreadsheet</p> <p>P8. Print Spreadsheet</p> <p>CU3. Prepare presentation</p>

	<p>P1. Select the MS PowerPoint (PPT) program</p> <p>P2. Create / open presentation</p> <p>P3. Set page Layout</p> <p>P4. Perform basic Formatting</p> <p>P5. Perform insert command (slides, picture, shapes, charts, tables, smart art, clip art, hyperlinks, page numbers, bullets/numbering) in the presentation.</p> <p>P6. Select various template designs</p> <p>P7. Apply animation to slides</p> <p>P8. Check the spellings in the presentation through available dictionary</p> <p>P9. Run power point presentation</p> <p>P10. Save power point presentation</p> <p>P11. Print power point presentation</p> <p>CU4. Create backup of office documents record (internal/external)</p> <p>P1. Identify the external storage devices</p> <p>P2. Create backup on external storage.</p> <p>CU5. Convert files into different formats</p> <p>P1. Identify file conversion procedure</p> <p>P2. Convert files into different formats</p>
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Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Certificate in Metal Forming & Processing Level 3
Competency Standard	Draft office documents
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> • CU1. Prepare document on MS word • CU2. Prepare spreadsheet • CU3. Prepare presentation • CU4. Create backup of office documents record (internal/external) • CU5. Convert files into different formats

I can.....

Performance Criteria	Yes	No
P1. Select the MS word program	<input type="checkbox"/>	<input type="checkbox"/>
P2. Create new document / open already existing word document	<input type="checkbox"/>	<input type="checkbox"/>
P3. Set page Layout	<input type="checkbox"/>	<input type="checkbox"/>
P4. Perform basic Formatting (text, paragraph, page)	<input type="checkbox"/>	<input type="checkbox"/>
P5. Perform insert command (picture, shapes, charts, tables, smart art, clip art, hyperlinks, page numbers, header/footers, bullets/numbering, columns) in the word document	<input type="checkbox"/>	<input type="checkbox"/>
P6. Check the spellings in the word file through available dictionary	<input type="checkbox"/>	<input type="checkbox"/>
P7. Save document	<input type="checkbox"/>	<input type="checkbox"/>
P8. Print document	<input type="checkbox"/>	<input type="checkbox"/>
P9. Select the spreadsheet application	<input type="checkbox"/>	<input type="checkbox"/>
P10. Create / open Spread Sheet	<input type="checkbox"/>	<input type="checkbox"/>
P11. Set page Layout	<input type="checkbox"/>	<input type="checkbox"/>
P12. Perform basic Formatting	<input type="checkbox"/>	<input type="checkbox"/>
P13. Perform insert command (picture, charts, smart art, clip art, hyperlinks, page numbers, header/footers, bullets / numbering) in the spread sheet	<input type="checkbox"/>	<input type="checkbox"/>
P14. Insert / use arithmetic functions/formulas	<input type="checkbox"/>	<input type="checkbox"/>
P15. Save Spreadsheet	<input type="checkbox"/>	<input type="checkbox"/>

P16. Print Spreadsheet	<input type="checkbox"/>	<input type="checkbox"/>
P17. Select the MS PowerPoint (PPT) program	<input type="checkbox"/>	<input type="checkbox"/>
P18. Create / open presentation	<input type="checkbox"/>	<input type="checkbox"/>
P19. Set page Layout	<input type="checkbox"/>	<input type="checkbox"/>
P20. Perform basic Formatting	<input type="checkbox"/>	<input type="checkbox"/>
P21. Perform insert command (slides, picture, shapes, charts, tables, smart art, clip art, hyperlinks, page numbers, bullets/numbering) in the presentation.	<input type="checkbox"/>	<input type="checkbox"/>
P22. Select various template designs	<input type="checkbox"/>	<input type="checkbox"/>
P23. Apply animation to slides	<input type="checkbox"/>	<input type="checkbox"/>
P24. Check the spellings in the presentation through available dictionary	<input type="checkbox"/>	<input type="checkbox"/>
P25. Run power point presentation	<input type="checkbox"/>	<input type="checkbox"/>
P26. Save power point presentation	<input type="checkbox"/>	<input type="checkbox"/>
P27. Print power point presentation	<input type="checkbox"/>	<input type="checkbox"/>
P28. Identify the external storage devices	<input type="checkbox"/>	<input type="checkbox"/>
P29. Create backup on external storage.	<input type="checkbox"/>	<input type="checkbox"/>
P30. Identify file conversion procedure	<input type="checkbox"/>	<input type="checkbox"/>
P31. Convert files into different formats	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Certificate in Metal Forming & Processing Level 3
Competency Standard	Draft office documents
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____

Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/>
	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		<ul style="list-style-type: none">• CU1. Prepare document on MS word• CU2. Prepare spreadsheet• CU3. Prepare presentation• CU4. Create backup of office documents record (internal/external)• CU5. Convert files into different formats		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Select the MS word program			
2.	Create new document / open already existing word document			
3.	Set page Layout			
4.	Perform basic Formatting (text, paragraph, page)			
5.	Perform insert command (picture, shapes, charts, tables, smart art, clip art, hyperlinks, page numbers, header/footers, bullets/numbering, columns) in the word document			
6.	Check the spellings in the word file through available dictionary			
7.	Save document			
8.	Print document			
9.	Select the spreadsheet application			
10.	Create / open Spread Sheet			
11.	Set page Layout			
12.	Perform basic Formatting			
13.	Perform insert command (picture, charts, smart art, clip art, hyperlinks, page numbers, header/footers, bullets / numbering) in the spread sheet			
14.	Insert / use arithmetic functions/formulas			
15.	Save Spreadsheet			
16.	Print Spreadsheet			

17.	Select the MS PowerPoint (PPT) program			
18.	Create / open presentation			
19.	Set page Layout			
20.	Perform basic Formatting			
21.	Perform insert command (slides, picture, shapes, charts, tables, smart art, clip art, hyperlinks, page numbers, bullets/numbering) in the presentation.			
22.	Select various template designs			
23.	Apply animation to slides			
24.	Check the spellings in the presentation through available dictionary			
25.	Run power point presentation			
26.	Save power point presentation			
27.	Print power point presentation			
28.	Identify the external storage devices			
29.	Create backup on external storage.			
30.	Identify file conversion procedure			
31.	Convert files into different formats			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	National Vocational Certificate in Metal Forming & Processing Level 3
Competency Standard	Draft office documents
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	<div style="display: flex; justify-content: space-around; align-items: center;"> COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> </div> 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 are types of file formats		
2.	Explain qualities of a robust presentation		

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