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| **ICTICT102 Operate a word processing application** | | | |
| **Competency***:*  **Ungraded** | | Course: Cert I in Information, Digital Media & Technology | |
| **Event No: 1 of 2** | **Weight: 50%** | **Date Due: TBA** | **Teacher:** |
| **Submit the following task to your teacher:–**   * Hand in a printout of the Written Task to your teacher.   **NOTE:**  *You must satisfactorily complete all tasks in this assessment to be deemed competent in this unit* | | | |

**Instructions:**

Complete the answers in the Written Task.

Attempt all questions in document before submitting to your teacher. Write a list, sentence or paragraph as appropriate to answer each question. Answer the questions completely but briefly. You are not required to write essays.

This is an open book assessment. Students may refer to notes, textbooks, or other reference materials including the internet on the classroom computers.

There is to be no student interaction during the task. All work must be your own.

Print and hand in your document to your teacher. Make sure your name is on all documents submitted.

# Written Task

# Student Name:

## Question 1:

List four (4) adjustments that can be made in the workplace to ensure a safe ergonomic environment.

1.

2.

3.

4.

## Question 2:

When using the computer why is it important to take regular breaks?

## Question 3:

When formatting a document which of the following factors should be taken into consideration:

1. Readability
2. Alignment
3. Font
4. Font size
5. Font colour
6. Line Spacing
7. All of the above

Answer:

## Question 4:

Why should style guides be used when formatting documents?

## Question 5:

List the four (4) features of a word processing application that makes it the most appropriate software for producing company letters and reports:

1.

2.

3.

4.

# Written Task Marking Criteria

All the criteria below must be completed in order to complete this assessment.

| Task criteria | Assessors comments |
| --- | --- |
| * Question 1: Workplace health and safety. * Question 2: Work breaks. * Question 3: The importance of formatting * Question 4: The use of style guides * Question 5: Purpose and function of word processing |  |