

STUDENT'S

NAME.....CENTRE

NO.....Personal No.....

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**ITEM 1: Help Hands Foundation**

Skill	Score
<b>Word processing software</b>	
Enters data	1
Tabulates data	1
Edits data	1
Formats data	1
<b>Spreadsheet</b>	
Performs calculations on data	1
Imports/exports data	1
<b>Database software</b>	
Enters data	1
Sorts	1
Filters data	1
Generates merged documents	1
<b>Mail merge</b>	
Primary document	1
Recipient list	1
Merged document	1
Uses graphs, charts	1
<b>Prints</b>	
Hard copy	1
<b>Soft copy</b>	
Produces a soft copy	1

**Total Score: 18**

## ITEM 2: Kisakye Charles General Hardware

Skill	Score
Creates a website	1
Adds Organization name	1
Uses proper language	1
Adds web pages	1
Adds page titles	1
Adds a feedback section	1
Links pages	1
Creates an active form	1
Adds appropriate pictures, logo, video clips, banners etc	1
Adds a page background	1
Organizes content on the pages	1
Uses variations (font size, color)	1
<b>Prints</b>	
Hard copy	1
<b>Produces pages that</b>	
can be viewed in a browser	1

**Total Score: 15**

### Maximum Score

- ITEM 1: 18
- ITEM 2: 15

### Remarks

- ITEM 1: \_\_\_\_\_
- ITEM 2: \_\_\_\_\_

### Actual Score

- ITEM 1: \_\_\_\_\_
- ITEM 2: \_\_\_\_\_

### Final Evaluation

- Total: \_\_\_\_\_
- Grade: \_\_\_\_\_

This scoresheet format is ensuring the correct skills and their respective maximum scores are listed for evaluation.