

Centre/CA No:	Year
Learner`s Name	Learner`s ID
Instructions to the facilitator	•
	ist contains one competency which must be
assessed by the end of th	
2. Please Tick against the in assessed.	ndicator(s) the learner has exhibited at every level
	dicators Observed in the boxes provided at the
	ect Competence (SC) and Generic Skill (GS).
4. Indicate N/A if learner ha	as not been assessed for a particular level(s).
Theme:	Data Management and Sharing
Topic(s):2	Word Processing II
Learning Outcome(s):	Use advanced tools and features of a word processor to Format and Edit
	documents (s, v).
Subject Competency(SC):	Uses advanced tools and features of a
	word processor to Format and Edit
Generic Skill (GS):	documents Cooperation and self-Directed
Generic Skin (GS).	Learning
Learning Domain:	Psychomotor
L	evel 1: Imitation
	Imitating the Teacher/ Peers/ Books/ vanced tools and features of a word processor
to Format and Edit document	-
Identifies/ locates the word p	rocessor tool
Inserts/adds the function of t	the word processor tool in the document
Adjusts/changes the properti	es of the word processor tool in the document
Organizes the word processor	tool in the document.



	Saves formatted and edited documents		
	Prints and presents the edited document		
ł t	Generic Skill (GS): Imitating the Teacher/ Peers/ Books/ Volume to exhibit cooperation and self-directed learning when us cools and features of a word processor to Format and Edit do earner: Works effectively in diverse teams. Interacts effectively with others.	ing advanc	ed he
	Takes responsibilities for own learning Works independently with persistence Manages goals and time when designing posters		
	Level 2: Manipulation		
E	Subject Competency(SC): Following instructions from the Tea Books/ Videos/Audios on how to use advanced tools and featu processor to Format and Edit documents, the learner:	=	_
	Identifies/ locates the word processor tool		
	Inserts/adds the function of the word processor tool in the docu	ıment	
	Adjusts/changes the properties of the word processor tool in the	e document	
	Organizes the word processor tool in the document.		
	Saves formatted and edited documents		
	Prints and presents the edited document		
V U	Generic Skill (GS): Following instructions from the Teacher/ Prideos/Audios on exhibiting cooperation and self-directed leasing advanced tools and features of a word processor to Forlocuments, the learner:	earning wh	en



	Works effectively in diverse teams.	Level 2 Indic	evel 2 Indicators	
		sc	GS	
	Takes responsibilities for own learning			
	Works independently with persistence			
	Manages goals and time when designing posters			
	Level 3: Precision			
p	Subject Competency(SC): Using advanced tools and fe processor to Format and Edit documents independent prors, the learner:			
	Identifies/ locates the word processor tool			
	Inserts/adds the function of the word processor tool in the	document		
	Adjusts/changes the properties of the word processor tool	in the docu	ıment	
	Organizes the word processor tool in the document.			
	Saves formatted and edited documents			
	Prints and presents the edited document			
u	Seneric Skill (GS): Exhibiting cooperation and self-directionsing advanced tools and features of a word processor to couments independently though with minimal errors, to	Format a	nd Edit	
	Works effectively in diverse teams.	Level 3	Indicators	
	Interacts effectively with others.	sc	GS	
	Takes responsibilities for own learning			
	Works independently with persistence Manages goals and time when designing posters			
الـــــــــــا	manages goals and time when designing posters			



Level 4: Articulation

Subject Competency(SC): Using advanced tools and features of a word processor to Format and Edit documents perfectly with innovation, the learner:

	carner.		
	Identifies/ locates the word processor tool		
	Inserts/adds the function of the word processor tool in the de	ocument	
	Adjusts/changes the properties of the word processor tool in	the docum	ent
	Organizes the word processor tool in the document.		
	Saves formatted and edited documents		
	Prints and presents the edited document		
u	deneric Skill (GS): Exhibiting cooperation and self-directed is sing advanced tools and features of a word processor to Follocuments correctly and innovatively, the learner:	_	
		Level 4 I	ndicators
	Works effectively in diverse teams.	sc	GS
	Interacts effectively with others.		
	Takes responsibilities for own learning		
	Works independently with persistence		
	Manages goals and time when designing posters		
	Level 5 : Naturalization		
	Subject Competency(SC): Using advanced tools and feat processor to Format and Edit documents with ease, the lea		word
	Identifies/ locates the word processor tool		
	Inserts/adds the function of the word processor tool in the de	ocument	
	Adjusts/changes the properties of the word processor tool in	the docum	ent
	Organizes the word processor tool in the document.		



	Saves formatted and edited documents		
	Prints and presents the edited document		
τ	Generic Skill (GS): Exhibiting cooperation and self-direct using advanced tools and features of a word processor to locuments with ease, the learner:		_
		Level 5	Indicators
	Works effectively in diverse teams.	Level 5	Indicators GS
	Works effectively in diverse teams. Interacts effectively with others.		•
	•		•
	Interacts effectively with others.		•