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| **CORE SKILLS Level 6 + (for students who have attained F3GC 12** | | | | | |
| **ICT - REPORT CRITERIA** - To be use with WHIN450C and WHIN451C (in conjunction with pptx criteria). Student to prepare a formal report conforming to college standard, and the criteria below: | | | | | |
| **Item** | **Task** | | **Date** | **Achieved**  **Yes / No** | **Tutor** |
| 1.1 | Create a “**Cover Page**” from the built in software options. | |  |  |  |
| 1.2 | Include an appropriate subject/title and custom text formatting to the cover page. | |  |  |  |
| 1.3 | Include: submission date, student name, and ID number in an appropriate position and format style on the cover page. | |  |  |  |
| 1.4 | Include a graphic image formatted using either **Cutout** or **Paint Brush** artistic effect. | |  |  |  |
|  | | | | | |
| 2.1 | Insert a blank page after the cover page, using **page inset** tools | |  |  |  |
| 2.2 | Insert a **custom** automatic table of content to show 4 levels, using either the **Distinctive** or **Formal** style. | |  |  |  |
|  |  | |  |  |  |
| 3.1 | Apply 3 or more appropriate **headings styles** in a consistent manner throughout the report. | |  |  |  |
| 3.2 | Apply the same font size/style and line spacing for all paragraphs throughout the report using the **Normal** style. | |  |  |  |
| 3.3 | Modify the **Normal** font style to be ***Arial****,* ***12*** *Points, and* ***Black Text 1****.* | |  |  |  |
|  | | | | | |
| 4.1 | Include at least one graphic or photo with captions, and text wrapping. | |  |  |  |
| 4.2 | Use the built in **Smart Art tool** or the **Insert chart tool** to show some of your information gathered in a graphical way (e.g. compare prices in a bar chart, use smart art to show a process). | |  |  |  |
|  |  | |  |  |  |
| 5.1 | Report should be **800-1,000** words, (remember quantity doesn’t mean quality). | |  |  |  |
| 5.2 | Document should be mostly accurate re spelling and grammar so long as it does not interfere with the meaning of the text. | |  |  |  |
|  |  | |  |  |  |
| 6 | Insert a page Footer using **Header & Footer** tools, and include your full *name, student ID number,* and *page number*ing – different on front/cover page. | |  |  |  |
|  |  | |  |  |  |
| 7 | On the last page create a bibliography using the “**Citation and Bibliography**” referencing tools, the list must be created using the Harvard Convention. | |  |  |  |
|  |  | |  |  |  |
| Tutor Comments / Feedback: | | | | | |
| *Student Signature:* | | *Lecturer Signature:* | | | |