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| **CORE SKILLS ICT (Level 4)** | | | | |
| **USING WORD** | | | | |
| Student to prepare a document using the following tasks as guidance: Once each activity is completed this sheet should be dated with the tutor initialling that the activity has been completed to their satisfaction. | | | | |
| **Item** | **Task** | **Date** | **Achieved/Not Achieved** | **Tutor** |
| 1 | Documents must be at least half an A4 page, consisting at least one paragraph; |  |  |  |
| 2 | Documents must conform to college standard layout |  |  |  |
| 3 | Footer to include student name and number |  |  |  |