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| **CORE SKILLS ICT (Level 5)** | | | | |
| **USING WORD** | | | | |
| Student to prepare a report conforming to college standard, 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 | Front page with details of student name/number, subject/title and submission date |  |  |  |
| 2 | Footer to include student name/number and page number |  |  |  |
| 3 | Apply appropriate headings/heading styles in a consistent manner throughout the report |  |  |  |
| 4 | Apply the same font size/style and line spacing for all paragraphs throughout the report |  |  |  |
| 5 | Graphics if appropriate should be inserted and text wrapping applied |  |  |  |
| 6 | Create an automatically generated table of contents |  |  |  |
| 7 | Reference List using Harvard Convention |  |  |  |
| 8 | Document should be mostly accurate re spelling and grammar so long as it does not interfere with the meaning of the text. |  |  |  |
| 9 | An evaluation should be written by student on what was achieved in completing the report |  |  |  |
| Show where the HELP feature has been used to produce the document, eg using creating a table of contents, section breaks, tables, columns, photo cropping etc. | | | | |