

MAIN CAMPUS

San Roque, Sogod, Southern Leyte Contact No.: 0998-868-5334

Email: president@southernleytestateu.edu.ph
Website: www.southernleytestateu.edu.ph

Excellence | Service | Leadership and Good Governance | Innovation | Social Responsibility | Integrity | Professionalism | Spirituality

College of Computer Studies and Information Technology

PHASE 2 - ADMISSION

| Name of the Qualifier: _ | |
|--------------------------|--|
| Date / Time: | |

RUBRICS

| | Excellent | Good | Partial | Minimal | Rating |
|--------------|-------------------------|------------------------------|--------------------------------|--------------------------|--------|
| | (20 pts) | (15 pts) | (10 pts) | (5 pts) | Kaung |
| Computer | Able to power | Able to power | Able to power | Not able to | |
| Operations | on the | on the | on the | power on the | |
| | computer unit | computer unit | computer unit | computer to | |
| | without | with minimal | with a lot of | start an | |
| | supervision | supervision | supervision | application | |
| Start Menu | Student is able to | Student is able to | Student is able to | Student is not | |
| | access the Start | access the Start | access the Start | able to access the | |
| | Menu using the | Menu using the | Menu using the | Start Menu using | |
| | mouse without | mouse with | mouse with a | the mouse | |
| | supervision | minimal | lot of | | |
| | | supervision | supervision | | |
| Word | Student is able to | Student is able to | Student is able to | Student is unable | |
| Processing | open a word | open a word | open a word | to open a word | |
| 11000001118 | processing | processing | processing | processing | |
| | program and | program and | program and | program and | |
| | type text and or | type text and or | type text and or | type text and or | |
| | insert graphics | insert graphics | insert graphics | insert graphics | |
| | according to directions | according to directions with | according to directions with a | according to directions. | |
| | without | minimal | lot instruction. | directions. | |
| | instruction. | instruction. | iot mstruction. | | |
| Truning | Student is able to | Student is able to | Student is able to | Student can't | |
| Typing | identify Home | identify Home | identify Home | identify Home | |
| Beginning | Keys and can | Keys and can | Keys and can | Keys and can't | |
| | type using the | type using the | type using the | type using the | |
| | keys in the | keys in the | keys in the | keys in the | |
| | keyboard without | keyboard with | keyboard with a | keyboard | |
| | instruction. | minimal | lot instruction. | | |
| | | instruction. | | | |
| File Storage | Student is able to | Student is able to | Student is able to | Student can't | |
| | save his/her | save his/her | save his/her | save his/her | |
| | work in a folder | work in a folder | work in a folder | work in a folder | |
| | without | with minimal | with a lot of | | |
| | instruction. | instruction. | instruction. | | |

| Rated by: | | | |
|-----------|------|------|--|
| | | | |
| | | | |

Doc. Code: <insert here> Revision: <insert here> Date: <insert here>







MAIN CAMPUS San Roque, Sogod, Southern Leyte Contact No.: 0998-868-5334

Email: president@southernleytestateu.edu.ph
Website: www.southernleytestateu.edu.ph

Excellence | Service | Leadership and Good Governance | Innovation | Social Responsibility | Integrity | Professionalism | Spirituality

Performance Task

Please read carefully, follow the instructions, and perform.

- 1. Open Microsoft Word application.
- 2. Start a New Blank document.
- 3. Type the text below.

Vision

By 2040, Southern Leyte State University is a leading higher education institution that advances knowledge and will be known for innovation and compassion for humanity, creating an inclusive society and a sustainable world.

Mission

We commit to be a smart and green University that advances education, technological and professional instruction, research and innovation, community engagement services and progressive leadership in arts, sciences and technology that are relevant to the needs of the glocal communities. We produce graduates and life-long learners equipped with knowledge that enhances lives and invigorates economic development.

- 4. Highlight all the text, then set it to:
 - Center
 - Font style: Cambria
 - Font size: 11
- 5. Save your document in a folder with your Lastname_Firstname as the filename.





