

Job Sheet for IT Support Service ICT Sector, Level-3

Name of Job/Project-01: Perform Office Application Software.

Job-01 Time: 1 Hour 30 Minutes

Working Procedure/ Steps:

1. Observe and wear personal protective equipment (PPE) as required for the task to be performed
2. Observe and follow all health and safety (OHS) requirements at all times.
3. Check Connection and computer.
4. Read specification sheet and collect tools and equipment.
5. Perform the task within the given time.
6. Interpret the Job to determine which software require for this job.
7. Create a folder on desktop named your full name.
8. Shown the Assessor.
9. Shutdown computer and clean your workplace.

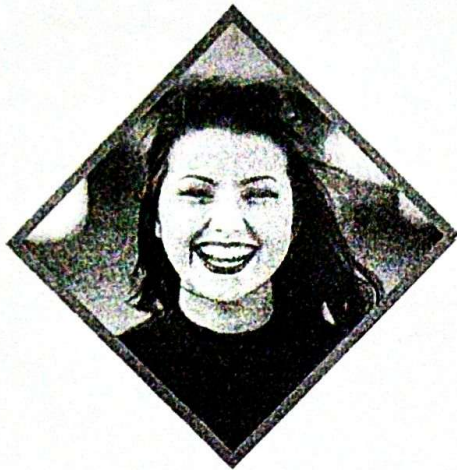
Specification Sheet for IT Support Service ICT Sector, Level-3

Name of Job-01: Perform Office Application Software.

Name of the Job-1.1: Prepare the Infographic CV using MS Word.

Condition for the job:

01. Prepare and save a sample document to your created folder with named: [Your Name_ Infographic CV].
02. Paper size: A4 & Page Orientation: Portrait, Margin size: Top 1", Bottom: 1", Left: 0" and Right: 1".
03. Use Fonts: Arial or other's similar font.
04. Title text size is 24, Subtitle text size 22 and other text size is 12.
05. Title and Subtitle should be bold.
06. Number of columns: 02. Left column: width 3.21" and Right column: width 4".
07. Insert shape in the left column: Height 10.86" and width 3.21". Shape fill color: #EBF5D7.
08. Insert picture and set picture size: 2.47" × 2.47" as per sample.



Jannatul Naima

Human Resources Officer

PROFILE

Adaptable HR Specialist with expertise in talent acquisition, employee relations. Committed to enhancing organizational success through effective HR practices.

CONTACT

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EDUCATION

Jasper University

20XX – 20XX

BA in Psychology with a concentration in Industrial-Organizational Psychology

East Beringer Community College

20XX – 20XX

MA in Psychology

WORK EXPERIENCE

Adatum HR Specialist

20XX–present

Implemented a streamlined recruitment process, reducing time-to-fill by 20%.

Caneiro Group HR Specialist

20XX–20XX

Implemented HRIS system improvements, increasing data accuracy and efficiency.

Proseware HR Specialist

20XX–20XX

Coordinated employee benefits programs, resulting in improved satisfaction and retention.

SKILLS

Skill #1 35%

Skill #2 75%

Skill #3 25%

Skill #4 100%

Skill #5 50%

Name of the Job-1.2: Calculate the findings from the given mark sheet using MS Excel.

Condition for the job below:

1. Prepare and save the spreadsheet to your created folder with named: [Your Name_ Mark Sheet].
2. From the given MARKS table. Find the result using the excel functions:
 - a) Total Marks
 - b) Max Marks
 - c) Lowest Mark
 - d) 3rd highest
 - e) 2nd lowest
 - f) Most Frequent Mark
 - g) Average Mark
 - h) Two Digit Round of average
 - i) Number of Student
 - j) Total Marks of Section A
 - k) Average Mark of Male Student
 - l) Average Mark of Female Student
 - m) Show pass/fail status according to marks. Minimum passing marks is 33.
 - n) Insert column if needed.

Marks table:

Subject: Bangla				Class: 9	
Roll	Name	Gender	Section	MARKS	Passed/ Failed
1001	Habib	Male	A	80	
1002	Lima	Female	A	95	
1003	Jabed	Male	A	70	
1004	Sajib	Male	B	33	
1005	Hasan	Male	B	30	
1006	Ram	Male	C	80	
1007	Jalal	Male	A	60	
1008	Kabir	Male	C	78	
1009	Sajal	Male	C	25	

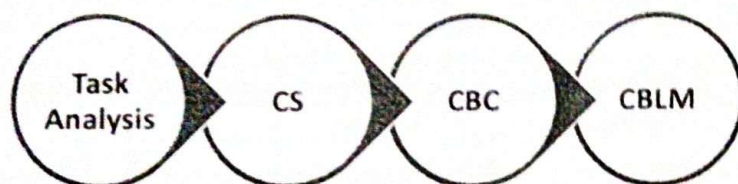
Name of Job-1.3: Prepare a presentation using MS PowerPoint.

Condition for the job below:

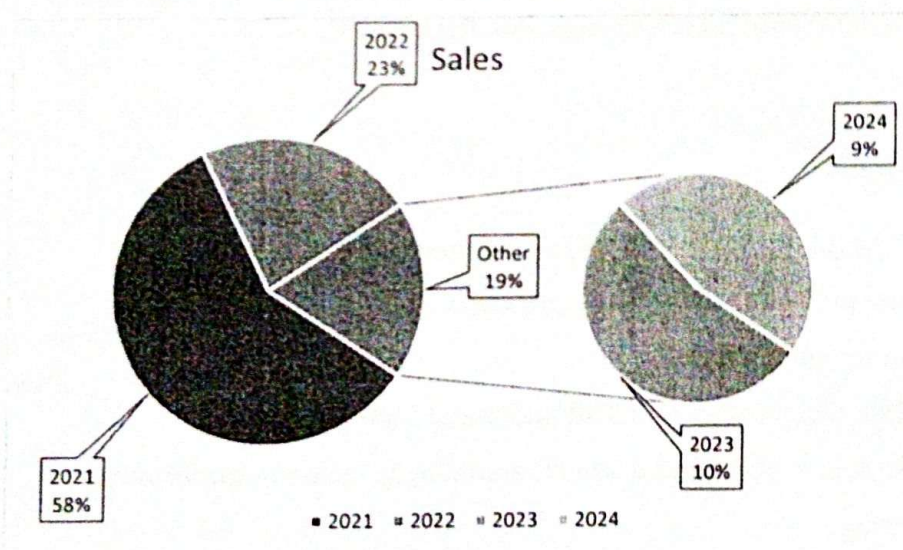
1. Create and save a presentation file the name: [Your Name_ My Presentation].
2. Write your full name and registration number on the 1st Slide. Use Arial font size 26 for all headings or titles and size 21 for body text. All Title should be bold.
3. Insert content with caption in 2nd slide.
4. Write down the following equation in 3rd slide. Slide Title: Equation.

$$\lim_{n \rightarrow \infty} \left(1 + \frac{1}{n}\right)^n = e$$

5. Create the following sample in 4th slide. Slide Title: Infographic.



6. Create a pie chart and put it in 5th slide.



7. On the last slide, write "Thank You" and add animation to the slide.
8. Show your Presentation in a slide show to your Assessor.