

LO1 LO2 LO3 LO4 TOTAL

LO1: to use techniques to search for, store and share information

MB1	MB2	MB3
<p>Produces a basic system to store electronic files, in which</p> <ul style="list-style-type: none"> • some folders have meaningful names • some files are saved in an appropriate file type with meaningful names • some files are stored logically within the folder structure. 	<p>Produces a sound system to store electronic information, in which</p> <ul style="list-style-type: none"> • most folders have meaningful names • most files are saved in an appropriate file type with meaningful names • most files are stored logically within the folder structure. 	<p>Produces a well structured, logical system to store electronic information, in which</p> <ul style="list-style-type: none"> • all folders have meaningful names • all files are saved in an appropriate file type with meaningful names and, where appropriate, versions of file(s) are clearly identified all files are stored logically within the folder structure.
<p>Demonstrates a limited understanding of the Most common tools and features of email software.</p>	<p>Demonstrates a sound understanding of the most common tools and features of email and some understanding of the more advanced features of email software. Demonstrates some awareness of email etiquette.</p>	<p>Demonstrates a thorough understanding of the common and advanced tools and features of email software. Demonstrates a thorough understanding of email etiquette.</p>
<p>Enters basic search criteria into a search engine to find appropriate information which partly meets the specified requirements, and records limited information on the Copyright holder(s) of the information found.</p>	<p>Enters sound search criteria into a search engine to find appropriate information which largely meets the specified requirements, and records the Copyright holder(s) of the information found with some accuracy but not all the required details.</p>	<p>Enters effective search criteria into a search engine to find appropriate information, which fully meets the specified requirements, and records the Copyright holder(s) of the information found accurately and thoroughly.</p>
<p>1 2 3 4 5 6</p>	<p>7 8 9 10 11</p>	<p>12 13 14 15</p>

LO2: to select and use software to handle data

MB1	MB2	MB3
<p>Creates a spreadsheet or database importing data with some accuracy which meets some of the specified requirements.</p>	<p>Creates a spreadsheet or database importing data mostly accurately which meets most of the specified requirements.</p>	<p>Creates a spreadsheet or database importing data with complete accuracy which fully meets the specified requirements.</p>
<p>Edits and manipulates data with some accuracy and provides some relevant information to meet particular purposes.</p>	<p>Edits and manipulates data mostly accurately and provides mostly relevant information to meet particular purposes.</p>	<p>Edits and manipulates data with complete accuracy and provides wholly relevant information to meet particular purposes.</p>
<p>The choice of data-handling software used is of limited appropriateness to the audience and purpose.</p>	<p>The choice of data-handling software used is of sound appropriateness to the audience and purpose.</p>	<p>The choice of data-handling software used is wholly appropriate to the audience and purpose.</p>
<p>1 2 3 4 5 6</p>	<p>7 8 9 10 11</p>	<p>12 13 14 15</p>

LO3: Be able to select and use software to communicate information for a business purpose

MB1	MB2	MB3								
Creates a limited range of file types, sometimes selecting the appropriate medium for the type of communication. <input type="checkbox"/>	Creates a range of file types, mostly selecting the appropriate medium for the type of communication. <input type="checkbox"/>	Creates a range of file types, in each case selecting the appropriate medium for the type of communication. <input type="checkbox"/>								
Uses some tools and facilities in each type of software with limited effectiveness to meet some of the specified requirements. <input type="checkbox"/>	Uses the tools and facilities in each type of software with sound effectiveness to meet most of the specified requirements. <input type="checkbox"/>	Uses the tools and facilities in each type of software effectively to meet all of the specified requirements. <input type="checkbox"/>								
1 2 3	4 <table border="1" style="display: inline-table;"><tr><td style="text-align: center;">P</td><td style="text-align: center;">M</td></tr><tr><td style="text-align: center;">5</td><td style="text-align: center;">6</td></tr></table>	P	M	5	6	<table border="1" style="display: inline-table;"><tr><td style="text-align: center;">D</td><td style="text-align: center;">D*</td></tr><tr><td style="text-align: center;">7</td><td style="text-align: center;">8 9</td></tr></table>	D	D*	7	8 9
P	M									
5	6									
D	D*									
7	8 9									
Includes content, some of which meets the specified requirements and has limited suitability for the target audience. Errors may be intrusive and likely to impact significantly on the meaning of the content. <input type="checkbox"/>	Includes content, most of which meets the specified requirements and is mostly suitable for the target audience. Occasional errors will not affect the overall meaning. <input type="checkbox"/>	Includes content that fully meets the specified requirements and is wholly suitable for the target audience. Few , if any, errors in spelling, punctuation and grammar. <input type="checkbox"/>								
1 2	<table border="1" style="display: inline-table;"><tr><td style="text-align: center;">P</td><td style="text-align: center;">M</td></tr><tr><td style="text-align: center;">2</td><td style="text-align: center;">4</td></tr></table>	P	M	2	4	<table border="1" style="display: inline-table;"><tr><td style="text-align: center;">D</td><td style="text-align: center;">D*</td></tr><tr><td style="text-align: center;">5</td><td style="text-align: center;">6</td></tr></table>	D	D*	5	6
P	M									
2	4									
D	D*									
5	6									

LO4: to use software tools to format information

MB1	MB2	MB3								
Makes basic use of formatting tools, there may be limited consistency in their use. <input type="checkbox"/>	Makes sound use of formatting tools and in most cases applies them consistently. <input type="checkbox"/>	Makes effective use of formatting tools and applies them consistently. <input type="checkbox"/>								
The basic application of formatting tools has limited impact on the overall appearance of the document and ease with which information can be read. <input type="checkbox"/>	The sound application of formatting tools results in some enhancement of the overall appearance of the document and improves the ease with which information can be read. <input type="checkbox"/>	The application of formatting tools thoroughly enhances the overall appearance of the document and means the information is consistently clear and easy to read. <input type="checkbox"/>								
Requires support to enhance the appearance of the output. <input type="checkbox"/>	Works with only occasional support to enhance the appearance of the output. <input type="checkbox"/>	Works independently to enhance the appearance of the output. <input type="checkbox"/>								
1 2 3 4 5 6	7 8 <table border="1" style="display: inline-table;"><tr><td style="text-align: center;">P</td><td style="text-align: center;">M</td></tr><tr><td style="text-align: center;">9</td><td style="text-align: center;">10 11</td></tr></table>	P	M	9	10 11	<table border="1" style="display: inline-table;"><tr><td style="text-align: center;">D</td><td style="text-align: center;">D*</td></tr><tr><td style="text-align: center;">12</td><td style="text-align: center;">13 14 15</td></tr></table>	D	D*	12	13 14 15
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