

LO1  LO2  LO3   LO4  TOTAL

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

MB1	MB2	MB3
Produces a <b>basic</b> system to store electronic files, in which • <b>some</b> folders have meaningful names • <b>some</b> files are saved in an appropriate file type with meaningful names • <b>some</b> files are stored logically within the folder structure.	Produces a <b>sound</b> system to store electronic information, in which • <b>most</b> folders have meaningful names • <b>most</b> files are saved in an appropriate file type with meaningful names • <b>most</b> files are stored logically within the folder structure.	Produces a well structured, logical system to store electronic information, in which • <b>all</b> folders have meaningful names • <b>all</b> files are saved in an appropriate file type with meaningful names and, where appropriate, versions of file(s) are clearly identified <b>all</b> files are stored logically within the folder structure.
Demonstrates a <b>limited</b> understanding of the Most common tools and features of email software.	Demonstrates a <b>sound</b> understanding of the most common tools and features of email and some understanding of the more advanced features of email software. Demonstrates <b>some</b> awareness of email etiquette.	Demonstrates a <b>thorough</b> understanding of the common and advanced tools and features of email software. Demonstrates a <b>thorough</b> understanding of email etiquette.
Enters <b>basic</b> search criteria into a search engine to find <b>appropriate</b> information which partly meets the specified requirements, and records <b>limited</b> information on the Copyright holder(s) of the information found.	Enters <b>sound</b> 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 <b>some</b> accuracy but not <b>all</b> the required details.	Enters <b>effective</b> search criteria into a search engine to find <b>appropriate</b> information, which fully meets the specified requirements, and records the Copyright holder(s) of the information found accurately and <b>thoroughly</b> .
1 2 3 4 5 6	7 8 <b>9 10 11</b>	<b>12 13 14 15</b>

## LO2: to select and use software to handle data

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

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

MB1	MB2	MB3										
Creates a <b>limited range</b> of file types, sometimes selecting the <b>appropriate</b> medium for the type of communication. <input type="checkbox"/>	Creates a <b>range</b> of file types, <b>mostly</b> selecting the <b>appropriate</b> medium for the type of communication. <input type="checkbox"/>	Creates a <b>range</b> of file types, in each case selecting the <b>appropriate</b> medium for the type of communication. <input type="checkbox"/>										
Uses <b>some</b> tools and facilities in each type of software with <b>limited</b> effectiveness to meet <b>some</b> of the specified requirements. <input type="checkbox"/>	Uses the tools and facilities in each type of software with <b>sound</b> effectiveness to meet <b>most</b> of the specified requirements. <input type="checkbox"/>	Uses the tools and facilities in each type of software <b>effectively</b> to meet <b>all</b> 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</td></tr><tr><td style="text-align: center;">9</td><td></td></tr></table>	D	D*	7	8	9	
P	M											
5	6											
D	D*											
7	8											
9												
Includes content, <b>some</b> of which meets the specified requirements and has <b>limited</b> 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, <b>most</b> of which meets the specified requirements and is <b>mostly</b> suitable for the target audience. Occasional errors will not affect the overall meaning. <input type="checkbox"/>	Includes content that <b>fully</b> meets the specified requirements and is <b>wholly</b> suitable for the target audience. <b>Few</b> , 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 <b>basic</b> use of formatting tools, there may be <b>limited</b> consistency in their use. <input type="checkbox"/>	Makes <b>sound</b> use of formatting tools and in <b>most</b> cases applies them consistently. <input type="checkbox"/>	Makes <b>effective</b> use of formatting tools and applies them consistently. <input type="checkbox"/>												
The <b>basic</b> application of formatting tools has <b>limited</b> impact on the overall appearance of the document and ease with which information can be read. <input type="checkbox"/>	The <b>sound</b> application of formatting tools results in <b>some</b> 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 <b>thoroughly</b> enhances the overall appearance of the document and means the information is consistently <b>clear</b> and easy to read. <input type="checkbox"/>												
Requires support to enhance the appearance of the output. <input type="checkbox"/>	Works with only <b>occasional</b> support to enhance the appearance of the output. <input type="checkbox"/>	Works <b>independently</b> 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</td></tr><tr><td style="text-align: center;">11</td><td></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</td></tr><tr><td style="text-align: center;">14</td><td style="text-align: center;">15</td></tr></table>	D	D*	12	13	14	15
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