

Assessment Task

Units:	ICTICT203 Operate application software packages
Candidate Name:	Engel Chad Mateo
Assessment Conditions	<p>Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the general information and communications technology (ICT) industry, and include access to:</p> <ul style="list-style-type: none"> • a personal computer (PC) and printer • software currently used in industry • documents detailing organisational style guide and policy • documents or information containing data suitable for developing software application documents.
Instructions for candidate	ENSURE THAT YOU PUT YOUR NAME AND DATE OF SUBMISSION IN THE FOOTER OF EACH DOCUMENT SUBMITTED FOR ASSESSMENT

Level of Performance Expected

AQF Expectations for level 2

Graduates at this level will have knowledge and skills for work in a defined context and/or further learning. They will have basic factual, technical and procedural knowledge of a defined area of work and learning

Graduates at this level will have basic cognitive technical and communication skills to apply appropriate methods, tools, materials and readily available information to:

- Undertake defined activities
- Provide solutions to a limited range of predictable problems

Graduates at this level will apply knowledge and skills to demonstrate autonomy and limited judgement in structured and stable contexts and within narrow parameters

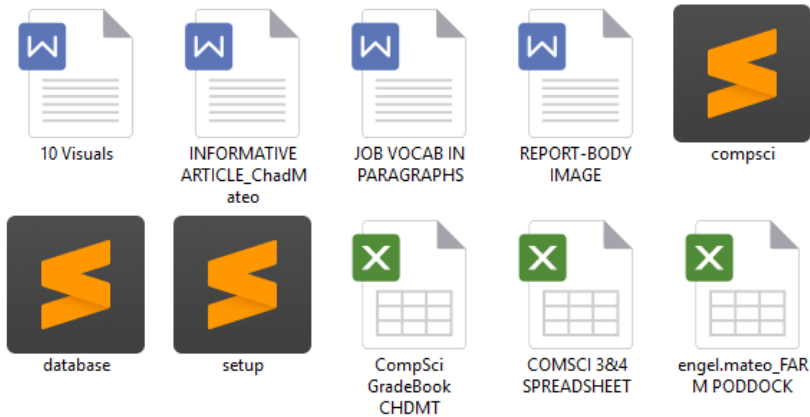
Version Control

Versi on:	Date Update d:	Update details	TGA Relea se
3.0	Jan 2018	Level of performance and instructions, Included observation assessment VC table and assessment conditions added	1
2.0	Feb 2017		
1.0		Created	

Task 1 Portfolio

Collect the following items and add them to your portfolio:

1. Design and develop at least 10 documents using at least 3 different software applications. You must use a word processing application and a spread sheet application. In your spread sheet(s) use formulae and cell referencing. You may choose a third software application according to your work environment.



Consist of 4 Word Documents, 3 Sublime Texts, 3 Spreadsheets

Note: spread sheets documents contains formulae and cell referencing

Chad Mateo May 11, 2017 ENGLISH-CEREMONIES

INFORMATIVE ARTICLE:
FEAST OF THE BLACK NAZARENE

Very Good ✓

INTRODUCTION


A life-sized statue of Christ called 'The Black Nazarene' is believed to have a miracle to cure health problems. Hundreds of thousand devotees believe that if they touch or rub a towel on the statue it can heal troubles like; ailments, sickness, diseases and disability. This custom has been going on for more than 200 years.

DATE AND PLACE

The feast is held every January 9 of the year at the Quiapo Church in Manila, Philippines.

PARTICIPANTS

Most Catholics around The Philippines attend the feast because of the miracle or they wanted to be part of the long lasted ceremony.



PREPARATIONS


The first priority is to close all the roads which are on the route of the feast. Security is the next to prioritise because safety is very important especially for the crowds. Head police selects trusted officers who will surround the areas. It is to make sure to avoid any delays or violence, in order for the ceremony to flow peacefully. Locals then design the streets with things related to the feast.

PROCESS

The main objective of this ceremony is to transfer the 'The Black Nazarene' to another church. Every year, the route of the transportation changes to allow other roads or street to be blessed. Devotees will try to touch any part of the statue or even the carrier and the rope. While devotees are pulling the statue they yell "Viva Señor".

HISTORY

In 1606, the statue was brought to Manila by a Mexican priest. Saint John The Baptist Church has been holding the statue since 1787.



CLOTHING

Devotees often dress with yellow maroon combination and they stay

Page 1 of 2 386 Words 100%

COMSCI 3&4 SPREADSHEET

Home Insert Page Layout Formulas Data Review View

fx =VLOOKUP(C33,C\$26:D\$30,2,TRUE)

Click to add header

Cells are: In spreadsheet applications, a cell is a box in which you can enter a single piece of data. The data is usually text, a numeric value, or a formula. The entire spreadsheet is composed of rows and columns of cells. ... Individual cells are usually identified by a column letter and a row number.

Functions	Formula		
MAU	Sum	240.00	*=SUM(A9:A16)
64	Average	40.00	*=AVERAGE(A9:A16)
13	Max	96.00	*=MAX(A9:A16)
IT	Min	9.00	*=MIN(A9:A16)
9	Count	6.00	*=COUNT(A9:A16)
45	Countif - a number =	2	*=COUNTIF(A9:A16,B16)
96	Countif - a word =	1	*=COUNTIF(A9:A16,B18)
13	Countif - a greater than	2	*=COUNTIF(A9:A16,">="&B20)
	Countif - a less than	5	*=COUNTIF(A9:A16,"<="&B21)

VLOOKUP	SCORE	GRADE
	64	E
	72	D
	79	C
	86	B
	93	A

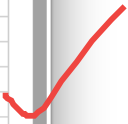
SUBJECTS	MARK	GRADE
English	94	A
Maths	77	D
Computer Science	96	A
Design Graphics	97	A
Chemistry	86	B

*=VLOOKUP(C32,C\$26:D\$30,2,TRUE)

Sheet1

Ready Page: 1 of 2 140%

great spreadsheet



```

1 <html>
2   <head>
3     <title>CTR | computer science </title>
4     <link rel="icon" href="images/icon.png">
5
6     <script type="text/javascript" src="script.js"></script>
7
8     <meta charset="UTF-8">
9     <meta name="description" content="Computer Tech Resource Computer Science">
10    <meta name="keywords" content="HTML, CSS, JavaScript, Python">
11    <meta name="author" content="Chad Mateo">
12
13  </head>
14
15  <body>
16
17  <link rel="stylesheet" type="text/css" href="bg.css">
18
19  <!-- This defines the tables border, width, cell padding and spacing, the alignment of
20  the table and the background colour -->
21  <table bgcolor="#f2f2f2" width="800" border="0" align="center" cellpadding="0"
22  cellspacing="0" >
23    <!-- First row -->
24    <tr>
25      <!-- First row only has one column -->
26      <td bgcolor="#000000" colspan="2" align="center" background="images/pageimages/
27      header.png" height="100"></td>
28    </tr>
29
30    <!-- Second row -->
31    <tr>
32      <!-- First column dedicated to the menus on the left side -->
33      <td width="100" bgcolor="#2676D2" valign="top">
34
35        <a href="index.html" onMouseOut="MM_swapImgRestore()" onMouseOver="
36        MM_swapImage('home', '', 'images/pageimages/home1.png', 1)">
37        </a>
38
39        <a href="peripherals.html" onMouseOut="MM_swapImgRestore()" onMouseOver="
40        MM_swapImage('peripherals', '', 'images/pageimages/peripherals1.png', 1)">
41        </a>
43
44        <a href="storage.html" onMouseOut="MM_swapImgRestore()" onMouseOver="
45        MM_swapImage('storage', '', 'images/pageimages/storage1.png', 1)">
46        </a>
47
48        <a href="processing.html" onMouseOut="MM_swapImgRestore()" onMouseOver="
49        MM_swapImage('processing', '', 'images/pageimages/processing1.png', 1)">
50        </a>
52
53        <a href="setup.html" onMouseOut="MM_swapImgRestore()" onMouseOver="
54        MM_swapImage('setup', '', 'images/pageimages/setup1.png', 1)">
55        </a>
56
57        <a href="contact.html" onMouseOut="MM_swapImgRestore()" onMouseOver="
58        MM_swapImage('contact', '', 'images/pageimages/contact1.png', 1)">
59        </a>
60
61      </td>
62
63      <td >
64
65      </td>
66    </tr>
67  </table>
68
69  </body>
70 </html>

```

Nice coding

2. Seek feedback from peers, trainer or your supervisor and incorporate this feedback to improve your documents.

General Feedback I got was easy to understand the documents and definitely meets the required elements.

3. Complete a table containing all your documents to convey the following information:

No	Document	Software	Purpose	Audience	Organisational Requirements	Changes made after feedback
1	Digital art	Word	Research purposes	Students	Research Performance	None
2	Article	Word	Report	Class	Quality Requirements	None
3	List	Word	English Practice	Personal	none	none
4	Report	Word	Assessment	Class	Report Template	none
5	Computer Science HTML Page	Sublime Text	Website Page	School/Campus	Resource information	Reorganize the information
6	Database	Sublime Text	Website Page	School/Campus	Resource information	none
7	Setup	Sublime Text	Showcase	Class	Resource information	none
8	Grade book	Excel	Organisationa l	Personal	Labeled components	none
9	Multiplication Table	Excel	Maths	Personal	none	none
10	Farm Paddock	Excel	CompSci	Teacher	Formulas that required	none

4. Include a copy of the Organisational Style Guide in your portfolio.

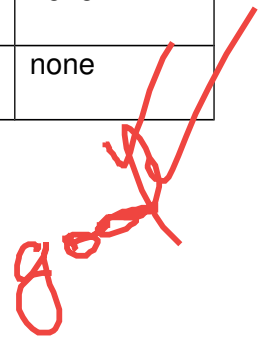
Organisational Style Guide

Documents

1. Choose a software
2. Make the document
3. Label the document

Evidence


1. Organise files
2. Screenshot
3. Insert in the document



Task 2 Observation

During the creation of workplace documents using software applications your assessor will observe you performing the following.

Does the candidate competently and consistently demonstrate the following skills?	Y/N	Comments
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Ensures ergonomic set up of work station is suitable		
Addresses energy and resource conservation		
Uses wrist rests and document holders where appropriate		
Uses monitor antiglare and radiation reduction where appropriate		
Takes regular breaks from routine work		
Uses online manuals and help		
Open amend and save documents according to organisational requirements		
Assessor Signature:		Date: 7/5/18
Learner Signature		Date

Knowledge Questions

Answer the following questions:

1. Explain how you choose the appropriate software to match document requirements.

I chose the appropriate software by overviewing or organising what content and use I need for the document. ✓

2. Explain how you find, access, manipulate and save documents.

Firstly, all the documents are together in a labelled folder. Secondly, there aren't any lock to the documents so they are easily accessible. Lastly, save every time there's changes. ✓

3. How would you store documents for wider access in your organisation? ?

I would store the documents with basic easy to understand names. Need more ?

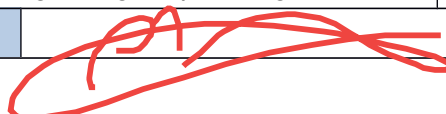
4. What is the protocol for naming and storing documents in your organisation?

The protocol for naming and storing my documents is to name them according to their content.

give me more detail here e.g.
first name - date - content . docx

Workplace Testimonial

As part of the assessment requirements you must provide a testimonial as evidence of your performance in the workplace. This report must be completed by your direct line manager or supervisor. If a workplace is not available for any of the following skills, they may be assessed in a simulated workplace.

Name of Candidate:	Engel Chad Mateo		
RTO:	Skills Strategies International		
Unit of Competency:	ICTICT203 Operate application software packages		
Manager/Supervisor:	<i>Craig Blain</i>		
Workplace:	<i>NLSE</i>		
Contact No:	<i>9314 0444</i>		
Does the candidate competently and consistently demonstrate the following skills in the workplace:	Y/N	Comments	
Recognises and interprets textual information to determine organisational standards and job requirements			
Interprets and comprehends symbols, icons and text associated with applications software			
Enters both written and verbally received information and data into a format suitable for the software application			
Selects vocabulary, syntax, terminology, labelling and naming conventions suitable for the program			
Uses simple, relevant language, effective questioning, and active listening techniques to clarify work requirements			
Adds, subtracts, multiplies and divides whole numbers and decimals, identifying and selecting the correct formulas and functions to use			
Applies the order of operations in calculations			
Takes some personal responsibility for adherence to legal and regulatory requirements			
Follows routine procedures for using digital technology to enter, store and retrieve information directly relevant to role			
Understands purposes, specific functions and key features of common digital systems and tools, and operates them effectively to complete routine tasks, adapting some functions to improve personal efficiency			
Plans routine tasks with familiar goals and outcomes, taking some limited responsibility for decisions regarding sequencing			
Manager/Supervisor Signature:			Date: <i>10/8/18</i>