

	BREIF DESCRPTION	DETAIL
AO1	Demonstrate good working practices with files, directories/ folders and sub-directories/sub-folders	Create a User Guide for File Management
1	Candidates will create an appropriate directory structure with at least two main directories, each containing at least two subdirectories using appropriate names.	<p>Manage your files and create a new folder called Nationals in ICT, within this folder create 2 files called Unit 1: ICT Skills for Business and Unit 23: Creating a Video.</p> <p>Within the folder called Unit 1: ICT skills for business create 6 folders called: File Management Internet and E-Mail Presentation Business Documents Spreadsheet Database</p> <p>Now screenshot the different folder structures and paste into word and save the work into the file management folder</p>
2	They will save all files in appropriate locations using appropriate filenames and will provide evidence of at least one instance of deleting, copying, moving and renaming files and directories.	Pupils are to create a user guide on how to delete, copy, move and rename folders and files, using screenshots and instructions. On this document they will also answer the following question: Why should we label filenames appropriately?
3	They will demonstrate the ability to password protect files.	Pupils are to screenshot adding a password to their files, open up the file / document, select tools – options and then security and add a password. Pupils should screen shot this and add to the user guide from the previous lesson.
3	They will locate and open existing files using search facilities of operating systems software where necessary.	Manage their files using My Computer and then select the search icon and find a folder – make sure this has been screenshot and add to the user guide.
4	They will backup and restore files from a removable medium.	Pupils are to create another folder called Back up of Unit 1, pupils should copy all work from their user areas to this folder and screen shot the folder. It would be better if pupils put this information on to a pen drive as a back up – Pupils should also answer / discuss Son, Father and Grandfather backing up system and where they should store the back up (fire proof safe off site)
4	They will create, edit and delete shortcuts to at least one programme, directory and file.	Create a short cut from their user areas or desktop – drag the item on to the desk top or user area to create a short cut and right click on the short cut to edit and delete – make a user guide about short cuts and add to the previous user guide.
AO2	Using appropriate	Create a User Guide for Downloading Files and Folders and

	software, select and use tools and facilities to download files/information and to send and receive email messages	sending and receiving E-Mails
5	Candidates will locate suitable elements from local media and the World Wide Web, making effective use of advanced search criteria e.g. quotes, Boolean operators.	Use advanced search criteria quotes and Booleans to make your searches more effective: Choose a topic for a business and research the business for example: Graphic Designer Open the advance function in a search engine and type in: "Graphic Designer" Graphic and Design Graphic or designer
5	They will comment on the validity of their source(s): provide name of their source(s) website addresses, note trustworthiness of the source(s) and date of information.	Find three different web sites and discuss how reliable, bias and valid the web sites are: Write down their addresses, trustworthiness and the date the information was found
5	They will use bookmarks/favourites to store useful links and will organise these into folders.	Add the three websites to your favourites Add folders to your favourites
6	They will understand the implications of copyright.	What is copyright? Discuss what copyright is
6	They will download graphic and text files in compliance with current copyright legislation.	Download a graphic and text file making sure copyright is not breached
6	They will acknowledge all sources uses.	Find some good sources of information, text and graphics and acknowledge them
7	They will send, receive, reply and forward email, including messages with multiple documents attached.	Each pupils should have an e-mail account and they should create a user guide to sending, replying, receiving, forwarding and sending multiple messages and attachments
7	They will send messages to multiple recipients using cc	Each pupil will send an e-mail using the bcc and cc functions. They will also answer the question explaining what BCC is CC mean

	and bcc appropriately, considering privacy issues.	
7	They will store, retrieve and use email addresses and details of personal contacts.	Pupils will create an address book in the e-mail package
7	They will make effective use of features of email software, including creating and using an email signature.	Create a personal signature for the bottom of a e-mail
7	They will consistently use appropriate subjects and message text.	Send an appropriate e-mail to the teacher with appropriate text and subject title
7	They will set messages as high or low importance.	Send a message to a friend showing the different types of importance you can choose from and label it a high important
8	Candidates will summarise the risks of receiving and opening email attachments and suggest actions that could be taken to reduce these risks.	Discuss the risks of e-mails and attachments Viruses Hackers Encryptions
A03	Produce a business presentation using presentation software	Create a presentation about the chosen business idea
9	Candidates will produce a business presentation of at least five slides using appropriate text and graphics.	The presentation should be 5 slides long and have appropriate text and graphics which promote the business Choose an audience, purpose and age target
9	The presentation will have a consistent style.	The presentation will have the same layout, colours, fonts, animations, transitions etc
10	Slide transitions and animation will have been set and the presentation will have been checked to ensure it is appropriate to the purpose and audience.	Add animation and transition to the presentation
11	Speaker notes will be added where appropriate.	Add speaker notes as if the pupils was to give a presentation to the audience
	The final presentation	Print out a copy of the presentation and then write adjustments

	will be of near professional quality.	to the presentation – then print out a final best copy of the presentation
12	The candidate will print out the presentation in handout form, and showing the notes pages.	Print out the presentation in hand out format with the speaker notes
A04	Select and use tools and facilities in word processing or DTP software to produce a variety of business documents	Create a variety pf business documents for your chosen business idea
13	Candidates will create at least four types of business document, including a mail merged letter and a document of several pages including tables, graphs and charts created in other software.	4 documents (such as: letterhead, business card, poster, newsletter, flyer, advert, ticket, etc) AND MUST HAVE: Mail merge 4 page Newsletter or 4 page leaflet with tables and graphs
14	They will include graphics from a wide range of sources.	Add graphic and acknowledge the graphics from the internet, CD-ROM, books and clip art
15	Documents will display a consistent house-style designed by the candidate and an extensive range of software tools and facilities will have been used.	All business documents will have the same logo, colours, fonts, sizes, etc.
16	They will insert fields, including date and document information.	Add dates, their name and page numbers to the documents
17	All documents produced will have been thoroughly checked using spelling and grammar checkers, and proof read, so that they are virtually error free, and of a near professional standard.	Check spelling and grammar is complete and correct Proof read all documents and make a note of an error and a correct document – call this document spelling error
A05	Create and use a simple business spreadsheet	Create a spreadsheet – budget – income and outcome
18	Candidates will create an effective business spreadsheet	Create a spreadsheet in Excel showing budget income and outcome – profit and loss etc

	displaying accurate figures.	
19	Formulas will be used efficiently and will include the appropriate use of more than one function.	Add formulas and goal seek if possible
20	The spreadsheet will be formatted effectively using a range of format options.	Format the spreadsheet by adding titles, lines, bold, italics, different size fonts and colours
21	Formula printout(s) will be included.	Print out a formula view – click, tools, options and select show formulas
22	Candidates will edit the spreadsheet by inserting/deleting rows.	Create a user guide screenshot how to add and delete a row to the spreadsheet
23	There will be evidence that some of the data has been changed to obtain different results.	Change the cost of some of the items and note the changes to the entire spreadsheet
24	Candidates will preview and print out their spreadsheet using appropriate page orientation and number of pages.	Create a user guide screenshot how to print, preview, page setup, orientation and page numbers
25	They will use appropriate headers and footers and will set other print layout features appropriately.	Add headers and footers to the spreadsheet with a title, name and date
A06	Select and use tools and facilities in database software to enter, sort and search for information for business purposes using a realistic business database provided by the centre	Create a database
26	Candidates will enter, edit and delete data in a database and will use the data to meet a wide range of business purposes.	Create a database of members or supplies for the business Setup the field and add data to the table Create a table an input form, queries and forms
27	They will create and use at least two queries, including	Create 2 queries with at least two criterion Sort the tables / queries into alphabetical order

	more than one criterion, sorting on at least one field.	
28	They will create an use at least two reports to print out selected data in different formats, eg address labels, table format, list.	Create at least 2 reports and change the layouts and formats so they are consistent with the other business documentation

Work the class through the assessment criteria – the lessons are only a guide – depends on the ability of the group