


	CODE	NAME: UNIT 1 ICT SKILLS FOR BUSINESS		Pass	Merit	Distinction
AO1: FILE MANAGEMENT	AO1 - P1	Set up two directories/folders and 2 sub - folders				
	AO1 - P2	Save some files in appropriate locations with appropriate filenames				
	AO1 - P3	Password protect a file				
	AO1 - P4	Locate and open existing files in own directories				
	AO1 - P5	Backup files to removable medium				
	AO1 - P6	Create shortcuts to directory and file				
	AO1 - M1	Set up 2 subdirectories in each of 2 directories with appropriate names				
	AO1 - M2	Save most files in appropriate locations with appropriate filenames				
	AO1 - M3	Locate and open existing files form different sources				
	AO1 - M4	Delete, copy, move files and directories				
	AO1 - M5	Restore files from removable medium				
	AO1 - M6	Create shortcuts to directory, file and program				
	AO1 - D1	Save all files in appropriate locations with appropriate filenames				
AO1 - D2	Use Windows search facility					
AO1 - D3	Edit shortcuts to directory, file and program (change the name and icon)					

AO2: INTERNET AND E-MAIL	AO2 - P1	Different search engines to find information				
	AO2 - P2	Addresses of sites that contain the information				
	AO2 - M1	Locate information on local media (Clip-art / Encarta)				
	AO2 - M2	Used searches with key words				
	AO2 - M3	Comments on trustworthiness of sites				
	AO2 - M4	Used bookmarks / favourites				
	AO2 - M5	Comments on copyright legislation				
	AO2 - M6	Copy and paste text and graphics in compliance with copyright legislation				
	AO2 - D1	Used searches with Boolean operators or quotes				
	AO2 - D2	Date of information on sites and comments on validity of site				
	AO2 - D3	Bookmarks in folders				
	AO2 - D4	Download graphics and text files				
	AO2 - P3	Send e-mail to multiple addresses				
	AO2 - P4	Send E-mail with Subject Header				
	AO2 - P5	Receive e-mail				
	AO2 - P6	Forward e-mail				
	AO2 - P7	Reply to e-mail				
	AO2 - P8	Open attachment				
	AO2 - P9	Save attachment				
	AO2 - P10	Brief comments on risks of opening e-mail attachments				
	AO2 - M7	Send multiple attachments				
	AO2 - M8	Appropriate subjects and message body				
	AO2 - M9	Set message to high or low priority				
	AO2 - M10	Use of cc				
	AO2 - M11	Summarize risks of receiving and opening e-mail attachments				
	AO2 - D5	Use of bcc, showing understanding of privacy issues				
	AO2 - D6	Use of personal contacts list				
	AO2 - D7	e-mail signature				
AO2 - D8	Suggest actions to minimize risks caused by attachments					

AO3: BUSINESS PRESENTATION	AO3 - P1	Three slide presentation				
	AO3 - P2	Text and graphics				
	AO3 - P3	Error checked				
	AO3 - P4	Largely fit for purpose				
	AO3 - M1	Four slide presentation				
	AO3 - M2	Appropriate text and graphics				
	AO3 - M3	Consistent page styles				
	AO3 - M4	Slide transition used				
	AO3 - M5	Error free				
	AO3 - M6	Printed as handouts				
	AO3 - D1	Five slide presentation				
	AO3 - D2	Animations set				
	AO3 - D3	Speaker notes added as appropriate and printed				
	AO3 - D4	Near professional quality				
	AO3 - D5	Presentation tested for fit for purpose and audience				



Pass	Merit	Distinction
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AO4: BUSINESS DOCUMENTS	AO4 - P1	Create a letter with letterhead			
	AO4 - P2	Create a business card			
	AO4 - P3	create a flyer with clip-art and a picture from the internet			
	AO4 - P4	spell check			
	AO4 - P5	show screenshots of formatting (changing font style and sizes)			
	AO4 - M1	Create a newsletter - 4 pages long			
	AO4 - M2	Add a graph and table to the newsletter			
	AO4 - M3	Add images from the internet, clip-art and your own images (photograph or drawn in			
	AO4 - M4	Consistency for all documents - Use the same colours and logos - house style			
	AO4 - D1	Create a mail merge letter			
	AO4 - D2	Insert fields into header and footer - date and document information			

AO5: SPREADSHEETS	AO5 - P1	Simple spreadsheet created			
	AO5 - P2	Simple functions/formulas will work			
	AO5 - P3	Use of row/headings make spreadsheet reasonably easy to understand			
	AO5 - P4	Some evidence of formatting			
	AO5 - P5	Some data changed to obtain different results			
	AO5 - P6	Printouts of spreadsheet possibly in non suitable format			
	AO5 - M1	Effective spreadsheet with accurate figures			
	AO5 - M2	Title and effective column/row headings			
	AO5 - M3	Range of formatting techniques			
	AO5 - M4	Different formulas and a function used			
	AO5 - M5	Insertion/deletion of rows			
	AO5 - M6	Formula printouts			
	AO5 - M7	Printouts with appropriate formatting (Page Orientation)			
	AO5 - D1	Efficient use of formulas and more than one function			
	AO5 - D2	Effective formatting			
AO5 - D3	Use of headers/footers and will set other layout features				

AO6: DATABASES	AO6 - P1	Enter data into a database			
	AO6 - P2	Edit data in a database			
	AO6 - P3	Delete data in a database			
	AO6 - P4	Simple query with a single criterion			
	AO6 - M1	Simple query with a single criterion, sorted on at least one field			
	AO6 - M2	Create report for selected data for specific need			
	AO6 - D1	Use of data for wide range of business purposes			
	AO6 - D2	At least two queries using more than one criterion			
	AO6 - D3	Create at least two reports printing selected data in different formats			