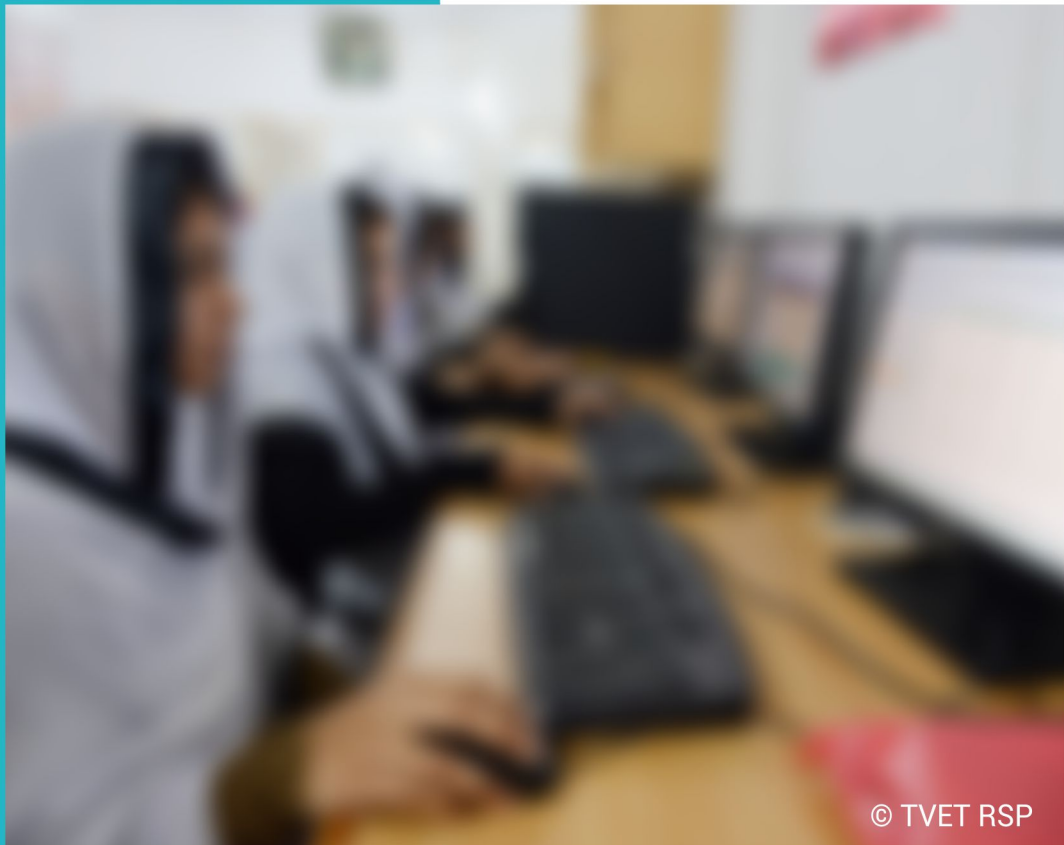


COMPUTER OPERATOR



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ASSESSMENT PACKAGES

National Vocational Certificate Level 2

Version 1 - July 2013



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Zusammenarbeit (GIZ) GmbH



Islamic Republic of Pakistan
Islāmi Jumhūrī-ye Pākistān



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Document Version

July, 2013
Islamabad, Pakistan

COMPUTER OPERATOR



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ASSESSMENT PACKAGES
National Vocational Certificate Level 2

Version 1 - July 2013



ASSESSMENT MATERIAL EVIDENCE GUIDE	<h1>COMPUTER OPERATOR</h1>
Qualification Computer Operator Qualification Code: Level: 2 Credit: 80 Version: 1	

CONTENTS	1. Assessment Summary and Record 2. Candidate Assessment 3. Assessor Judgment Guide 4. List of required tools/equipment, material and context of assessment
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ASSESSMENT AND ASSESSOR DETAILS	Competent <input type="checkbox"/> Not Yet Competent <input type="checkbox"/>																		
	Assessment <input type="checkbox"/> Re-Assessment <input type="checkbox"/>																		
	Assessor's Name _____ Assessor's Code _____ Assessor's Signature _____ Date _____ <table border="1" style="float: right; margin-left: 20px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">DD</td> <td style="text-align: center;">MM</td> <td colspan="6"></td> <td style="text-align: center;">YYYY</td> </tr> </table>											DD	MM						
DD	MM							YYYY											

CANDIDATE DETAILS	Candidate's Name _____ <small style="display: flex; justify-content: space-between; width: 100%;"> First Name Last Name </small> Father's Name _____ Institute Name and District _____ CNIC/BFORM # <table border="1" style="display: inline-table; width: 150px; height: 20px; vertical-align: middle;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table> Registration Number issued by Assessment Body _____ Gender Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> Candidate's Consent I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal. Candidate's Signature _____																			

ASSESSMENT RESULTS SUMMARY FORM	You can use this coversheet as an <i>Assessment Results Summary Form</i> . Simply post a photocopy of this completed coversheet to NAVTTC
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NAVTTTC OFFICE ONLY	1. DATE FORM RECEIVED: <table border="1" style="display: inline-table; width: 80px; height: 20px; vertical-align: middle;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr> <td style="text-align: center;">DD</td> <td style="text-align: center;">MM</td> <td colspan="4"></td> <td style="text-align: center;">YYYY</td> </tr> </table> 2. DATE ENTERED INTO DATABASE: <table border="1" style="display: inline-table; width: 80px; height: 20px; vertical-align: middle;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr> <td style="text-align: center;">DD</td> <td style="text-align: center;">MM</td> <td colspan="4"></td> <td style="text-align: center;">YYYY</td> </tr> </table>									DD	MM					YYYY									DD	MM					YYYY
DD	MM					YYYY																									
DD	MM					YYYY																									

1

ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
	WRITTEN	ORAL	PORTFOLIO	OBSERVATION		COMPETENT	NOT YET COMPETENT
NATURE OF ACTIVITY					DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF QUALIFICATION: COMPUTER OPERATOR		
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> Use the basic techniques of operating the computer Work proficiently in MS-Office Prepare the In Page documents Use email and Internet 		
Knowledge Assessment	✓	✓			<ul style="list-style-type: none"> Answer all questions your assessor may have during the practical assessment. 		
Other Requirements					<ul style="list-style-type: none"> N/A 		

2

CANDIDATE ASSESSMENT

Candidate's Name.....Father's Name

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within **three hours** timeframe:

- Prepare a computer system by installing MS-Office suite in drive D:/ and In Page software in drive E:/
- Create a computer assignment given in Annexure-1

Important Note: The following general performance criteria will be followed and performed in all the tasks (where applicable) by the candidate in order to meet this standard.

- ✓ Follow health and safety procedure as per the requirements of given task
- ✓ Prepare work station as per the requirements of task
- ✓ Select tools/ equipment as per the requirements of task
- ✓ Report to supervisor in case of any contingency after taking necessary actions
- ✓ Complete the work by following sequence of operations
- ✓ Perform task(s) within standard timeframe

ACTIVITIES	CANDIDATE RESPONSE
<p>1. Complete practical task of 'Computer Operator' under observation by an assessor</p>	<p>During a practical assessment, under observation by an assessor, I will correctly:</p> <ul style="list-style-type: none"> • Prepare a computer system by installing MS-Office suite in drive D:/ and In Page software in drive E:/ <ul style="list-style-type: none"> ✓ Enter the product key from setup dialog box ✓ Accept the terms of the agreement from setup dialog box ✓ Choose the customize installation to install MS-Office in the drive D:/ ✓ Select drive D:/ from installation dialog box ✓ Run the setup file of In Page software ✓ Select the drive E:/ to install the In Page software • Create a computer assignment given in Annexure-1 <ul style="list-style-type: none"> ✓ Create a word document Annexure-1 (Page-2) as per instructions ✓ Apply font style and size as designed in the Annexure-1 (Page-2) ✓ Apply font style and size for heading as designed in the Annexure-1 (Page-2) ✓ Apply the page margins as designed in the Annexure-1 (Page-2) ✓ Apply the Word Art as designed in the Annexure-1 (Page-2) ✓ Apply the Drop Cap as per design in the Annexure-1 (Page-2) ✓ Insert columns as per design in the Annexure-1 (Page-2) ✓ Apply the alignment according to the design in the Annexure-1 (Page-2) ✓ Apply the line between columns as per design in the Annexure-1 (Page-2) ✓ Apply the numbering as per design in the Annexure-1 (Page-2) ✓ Apply the colours as per design in the Annexure-1 (Page-2) ✓ Create an In Page file Annexure-1 (Page-3) as per instructions ✓ Apply the same font style and size as designed in the Annexure-1 (Page-3) ✓ Apply the same font style and size for heading as designed in the Annexure-1 (Page-3) ✓ Apply baseline shift as designed in the Annexure-1 (Page-3) ✓ Apply character spacing as designed in the Annexure-1 (Page-3) ✓ Apply the borders style as designed in the Annexure-1 (Page-3) ✓ Apply the rotation on text boxes as per design in the Annexure-1 (Page-3) ✓ Insert the table as per design in the Annexure-1 (Page-3) ✓ Apply the alignment according to the design in the Annexure-1 (Page-3) ✓ Insert picture in the table as per design in the Annexure-1 (Page-3) ✓ Create an Excel sheet Annexure-1 (Page-4) as per instructions ✓ Apply the same column and row size as per design in the Annexure-1 (Page-4)

	<ul style="list-style-type: none"> ✓ Apply the same font style and size as per design in the Annexure-1 (Page-4) ✓ Apply the same alignment for the cell values as per design in the Annexure-1 (Page-4) ✓ Apply the borders as per design in the Annexure-1 (Page-4) ✓ Apply the shading as per design in the Annexure-1 (Page-4) ✓ Apply the function to find marks obtained as per design in the Annexure-1 (Page-4) ✓ Apply the function to find percentage as per design in the Annexure-1 (Page-4) ✓ Apply the function to find status as pass or fail as per design in the Annexure-1 (Page-4) ✓ Apply the function to calculate grades as per given criteria in the design in the Annexure-1 (Page-4) ✓ Apply the function to give remarks as per given criteria in the Annexure-1 (Page-4) ✓ Design the line chart as per design in the Annexure-1 (Page-4) ✓ Apply the function to find maximum marks as per design in the Annexure-1 (Page-4) ✓ Apply the function to find minimum marks as per design in the Annexure-1 (Page-4) ✓ Apply colours to maximum and minimum marks as per design in the Annexure-1 (Page-4) ✓ Insert title slide as per given instructions on Annexure-1 (Page-1) ✓ Insert the second slide as per given instructions in Annexure-1 (Page-1) ✓ Insert the third slide as per given instructions in Annexure-1 (Page-1) ✓ Apply slide transitions on each slide as per given instructions in Annexure-1 (Page-1) ✓ Apply animations on each object of the slides as per given instructions in Annexure-1 (Page-1) ✓ Link the Word document in the presentation as per given instructions in Annexure-1 (Page-1) ✓ Save the documents as per given instructions in Annexure-1 (Page-1) ✓ Send an email as per given instructions in Annexure-1 (Page-1) ✓ Create a hardcopy of each document as per given instructions in Annexure-1 (Page-1) • General performance criteria: <ul style="list-style-type: none"> ✓ Follow health and safety procedure as per the requirements of given task ✓ Prepare work station as per the requirements of task ✓ Select tools/ equipment as per the requirements of task ✓ Report to supervisor in case of any contingency after taking necessary actions ✓ Complete the work by following sequence of operations ✓ Perform task(s) within standard timeframe
<p>2. Answer any questions your assessor may have during the practical assessment</p>	<p>My answers to questions are correct and demonstrate my understanding of the topics and their application.</p>

3

ASSESSOR JUDGEMENT GUIDE

Candidate's NameFather's Name.....

INSTRUCTIONS FOR ASSESSOR

This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Complete practical task of 'Computer Operator' under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Prepare a computer system by installing MS-Office suite in drive D:/ and In Page software in drive E:/	Entered the product key from setup dialog box			
	Accepted the terms of the agreement from setup dialog box			
	Chose the customize installation to install MS-Office in the drive D:/			
	Selected drive D:/ from installation dialog box			
	Ran the setup file of In Page software			
	Selected the drive E:/ to install the In Page software			
Create a computer assignment given in Annexure-1	Created a word document Annexure-1 (Page-2) as per instructions			
	Applied font style and size as designed in the Annexure-1 (Page-2)			
	Applied font style and size for heading as designed in the Annexure-1 (Page-2)			
	Applied the page margins as designed in the Annexure-1 (Page-2)			
	Applied the Word Art as designed in the Annexure-1 (Page-2)			
	Applied the Drop Cap as per design in the Annexure-1 (Page-2)			
	Inserted columns as per design in the Annexure-1 (Page-2)			
	Applied the alignment according to the design in the Annexure-1 (Page-2)			
	Applied the line between columns as per design in the Annexure-1 (Page-2)			
	Applied the numbering as per design in the Annexure-1 (Page-2)			
	Applied the colours as per design in the Annexure-1 (Page-2)			
	Created an In Page file Annexure-1 (Page-3) as per instructions			
	Applied the same font style and size as designed in the Annexure-1 (Page-3)			
	Applied the same font style and size for heading as designed in the Annexure-1 (Page-3)			
	Applied baseline shift as designed in the Annexure-1 (Page-3)			
Applied character spacing as designed in the Annexure-1 (Page-3)				
Applied the borders style as designed in the Annexure-1 (Page-3)				

	Applied the rotation on text boxes as per design in the Annexure-1 (Page-3)			
	Inserted the table as per design in the Annexure-1 (Page-3)			
	Applied the alignment according to the design in the Annexure-1 (Page-3)			
	Inserted picture in the table as per design in the Annexure-1 (Page-3)			
	Created an Excel sheet Annexure-1 (Page-4) as per instructions			
	Applied the same column and row size as per design in the Annexure-1 (Page-4)			
	Applied the same font style and size as per design in the Annexure-1 (Page-4)			
	Applied the same alignment for the cell values as per design in the Annexure-1 (Page-4)			
	Applied the borders as per design in the Annexure-1 (Page-4)			
	Applied the shading as per design in the Annexure-1 (Page-4)			
	Applied the function to find marks obtained as per design in the Annexure-1 (Page-4)			
	Applied the function to find percentage as per design in the Annexure-1 (Page-4)			
	Applied the function to find status as pass or fail as per design in the Annexure-1 (Page-4)			
	Applied the function to calculate grades as per given criteria in the design in the Annexure-1 (Page-4)			
	Applied the function to give remarks as per given criteria in the Annexure-1 (Page-4)			
	Designed the line chart as per design in the Annexure-1 (Page-4)			
	Applied the function to find maximum marks as per design in the Annexure-1 (Page-4)			
	Applied the function to find minimum marks as per design in the Annexure-1 (Page-4)			
	Applied colours to maximum and minimum marks as per design in the Annexure-1 (Page-4)			
	Inserted title slide as per given instructions on Annexure-1 (Page-1)			
	Inserted the second slide as per given instructions in Annexure-1 (Page-1)			
	Inserted the third slide as per given instructions in Annexure-1 (Page-1)			
	Applied slide transitions on each slide as per given instructions in Annexure-1 (Page-1)			
	Applied animations on each object of the slides as per given instructions in Annexure-1 (Page-1)			
	Linked the Word document in the presentation as per given instructions in Annexure-1 (Page-1)			
	Saved the documents as per given instructions in Annexure-1 (Page-1)			
	Sent an email as per given instructions in Annexure-1 (Page-1)			
	Created a hardcopy of each document as per given instructions in Annexure-1 (Page-1)			
General performance criteria	Followed health and safety procedure as per the requirements of given task			
	Prepared work station as per the requirements of task			
	Selected tools/ equipment as per the requirements of task			
	Reported to supervisor in case of any contingency after taking necessary actions			

	Completed the work by following sequence of operations			
	Performed task(s) within standard timeframe			
<p>2. Answer any questions the assessor may have during the practical assessment</p>	<p>Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.</p> <p>Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.</p>			

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS	<p>This section contains information regarding;</p> <ul style="list-style-type: none"> Context of the assessment List of required tools and equipment. List of consumable items required during the service
1. Context of Assessment	This task will be performed in real time environment.

2. List of tools and equipment required(for five candidates)		
S. No	Items	Quantity
1	Laptops: Latest Processor with major minimum features as below: Quad Core 32/64 Bit Processor (3.06 GHz or Higher, 4MB 4- Core/ 8- Threads, Turbo up to 3.46 GHz) or Higher Network Card Integrated Gigabit Ethernet (10/100/1000); RAM: 8 GB Dual Channel DDR3, 1333 MHz SDRAM Memory expandable up to 8 GB Cache: L3 Smart 8 MB Cache speed 2.3 MHz or Higher 1TB HDD, Wi-Fi with licensed Operating System and Antivirus.	1
2	File server for LAN. Xeon Latest 64 bit processor or Higher with PCI Express Video Card 4GB VRAM, 8 GB RAM, 22" TFT, Keyboard, Mouse, DVD OR BLU-RAY writer with latest license of OS - Server Edition, Internet, Antivirus - Server Edition & UPS for Power Back up.	1
3	LAB should have structured cabling	1
4	Workstation/Nodes (computers) Latest Processor, HDD, Monitor, DVD Writer, Keyboard/Internet, USB Optical Mouse, USB Keyboard with latest license of OS and Antivirus – Professional/Ultimate Edition	5
5	Workstation for Multimedia i700 (i7) PROCESSOR or Quad core or Higher, 8 GB RAM, 1 Terabyte HDD, 22" TFT Monitor, DVD OR BLU-RAY Writer, Keyboard/Internet, USB Optical Mouse, USB Keyboard with latest license of OS with Antivirus -, Professional/Ultimate Edition	1
6	24 Port switch with wireless connectivity	1
7	RJ 45 Connector	1
8	Internet or Intranet Connectivity	1
9	On-Line UPS	1
10	Printer	1
11	Scanner	1
12	Web Cam (digital camera)	20
13	DVD or BLU-RAY writers	5
14	Pen-drive	20
15	External Hard Disks	5
16	DSL Wireless Router	1
17	Wireless Router	1
18	Wireless LAN Cards	6
19	LCD Projector	1
20	Computer lab with Multimedia Projector	1
21	Class room with Multimedia Projector	1
22	Tool box	5 sets
23	USB flash drives	5

3. List of consumable items required(for five candidates)		
S. No	Items	Quantity
1	A4 size pages	As per requirement

INSTRUCTIONS:

- Create the **Annexure-A(Pg-2)** in MS Word as designed in a new document on page-1, using:
 - Font Style = Calibri, size = 11 for normal text,
 - Font size = 14 Bold for Heading
 - Page margins = 1.25" (Left & Right)
 - Page margins = 0.75" (Top & Bottom)
- Design **Annexure-A(Pg-3)** using In Page software, and insert into Word document as page-2 when completed
- In Excel, create **Annexure-A(Pg-4)** worksheet as per given instructions and export into Word document on 3rd page
- In PowerPoint, create a presentation of at least 3 slides including :
 - 1st = A Title slide having Introduction of yourself
 - 2nd = Type the course contents of "Computer Course" in separate text boxes
 - 3rd = Take the Excel sheet data and make a chart or graph of the data
 - Applied different slide transitions on each slide
 - Applied different animations on each object of the slides
 - Link the word document you just created in the presentation to open during presentation
- Save all documents into one folder in drive E: using naming protocol:
yourname_assessment title.
- Email the complete Folder having all documents to your Assessor
- Print a hard copy of each.

DECISION MAKING

Decision is a choice made between alternative courses of action in a situation of uncertainty.

Decision making can be regarded as the mental process resulting in the selection of a course of action among several alternative scenarios. Every decision making process produces a final choice. The output can be an action or an opinion of choice.

Decision Making Process:

Following 8 steps will add structure and simplicity to the Decision making process.

1. **Recognize and identify the problem:**
Decisions are response to situations or problems that need addressing. Therefore it is important to have a clear definition of what needs addressing before attempting to go further in the decision making process.
2. **Consider the nature of the problem that you are trying to resolve:** What is the type issue, problem, or situation you need to address? Is it problematic in terms of creating an awkward situation between individuals, is it needed to change direction of a business? Why does the problem need a decision? What are the results you are hoping to achieve by this decision?
3. **Analyze or research the problem:** it is important to gather all the information involved in the problem or question, so that informed choices can be made.
4. **Develop a list of possible solution:** List the possible decisions that could be made, and what their consequences would be.
5. **Select the best alternative:** Look at the list drawn up in point 4 and choose the best solution for the situation.
6. **Execute the best choice:** Sometimes the hardest part of making a decision is taking action. The best decisions are ones that deliver strong action.
7. **Follow Up and communication:** A good decision needs to be followed throughout its process and constant communication made with those involved.
8. **Feedback:** This determines the overall success of and reaction to the decision.

زندگی کی اصل خوبصورتی یہ نہیں کہ آپ کتنے خوش ہیں

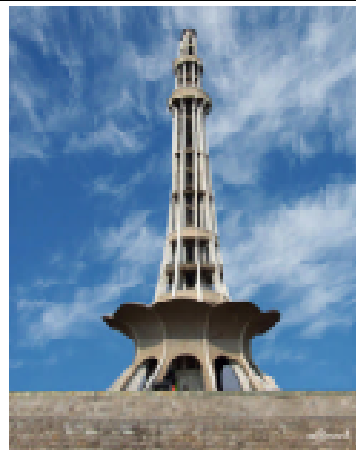
بلکہ زندگی کی اصل خوبصورتی یہ ہے کہ دوسرے آپ سے کتنے خوش ہیں۔

انگریزوں نے اپنے عظیم سلطنت پاکستان کو
خوش اور خوشحال بنانا چاہتے ہیں تو
پسینے لہنی خوشحال بنانا چاہتے ہیں تو
بہتر ذہن مرکوز کرنی پڑے گی
نقطہ صلوات دستور سبز اسلامی (۱۹۷۱)

قومی ترانہ

پاک سرزمین شاد باد
تو کھان مزم ماہیجان
مرکز تین شاد باد
پاک سرزمین کا نام
قوم ملک سلطنت
شاد باد شاد باد
برج ستارہ جلال
ترجمان ماضی شان حال
سایہ خدائے زماں جلال

مینار پاکستان



فیصل مسجد



Instructions:

1. Design the worksheet given below and Find Obtained Marks
2. Calculate Percentage, Total marks=550
3. Show the status as Pass or Fail of each student, where Pass \geq 50
4. Assign grades if students status is pass, as per the criteria given below:
 - a. A+ \geq 90 A \geq 80 B \geq 65 C \geq 50 and F below 50
5. Give Remarks according to grades of each students as follows
 - a. A+ = Excellent, A = Very Good, B = Good, C = Average
6. Draw a line graph of column Student Vs English
7. Show Students names who got maximum and minimum marks at bottom in Royal Blue and Red Colors respectively

RESULT SHEET												
R. No.	Student Name	Maths		Stats		English	Pak Studies	Obtained Marks	%age	Status	Grade	Remarks
		A	B	A	B							
		100	100	100	100							
1	Hashir	85	88	85	90	91	46	485	88.18	Pass	B	Very Good
2	Abdullah	66	70	72	75	78	42					
3	Shahbaz	45	46	44	48	62	26					
4	Zeshan	75	78	73	74	72	36					
5	Shahzaib	62	56	60	58	60	32					
6	Rafay	35	36	25	28	36	28					
7	Husnain	70	68	67	68	69	36					
8	Akram	55	54	52	48	59	37					
9	Kashif	90	96	96	95	94	50					
10	Tahir	78	86	85	78	82	46					

Student Name got Max. Marks
Student Name got Min. Marks



ASSESSMENT MATERIAL
EVIDENCE GUIDE

MAINTAIN COMPUTER SYSTEM

Qualification
Computer Operator
CS Code :
Level: 2
Credit: 11
Version: 1

CONTENTS

1. Assessment Summary and Record
2. Candidate Assessment
3. Assessor Judgement Guide
4. List of required tools/equipment, material and context of assessment

ASSESSMENT AND ASSESSOR DETAILS

Competent Not Yet Competent

Assessment Re-Assessment

Assessor's Name: _____ Assessor's Code _____

Assessor's Signature _____ Date

DD	MM	YYYY							

CANDIDATE DETAILS

Candidate's Name: _____
First Name Last Name

Father's Name _____

Institute Name and District _____

CNIC/BFORM#

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Registration Number issued by Assessment Body: _____

Gender Male Female Transgender

Candidate's Consent I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.

Candidate's Signature: _____

ASSESSMENT RESULTS SUMMARY FORM

You can use this coversheet as an *Assessment Results Summary Form*. Simply post a photocopy of this completed coversheet to NAVTTC

NAVTTCC OFFICE ONLY

1. DATE FORM RECEIVED:

DD	MM	YYYY					

2. DATE ENTERED INTO DATABASE:

DD	MM	YYYY					

1

ASSESSMENT SUMMARY & RECORD

Candidate's NameFather's Name

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
	WRITTEN	ORAL	PORTFOLIO	TOBSERVATIO N		COMPETENT	NOT YET COMPETENT
NATURE OF ACTIVITY					DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: MAINTAIN COMPUTER SYSTEM		
Practical Skill Demonstration			✓		<ul style="list-style-type: none"> • Install Operating System(Windows 7) on Computer • Install Application Software on Computer • Uninstall Application Software from Computer • Troubleshoot the Errors from Computer • Configure and install Peripheral Devices to Computer • Configure Internet Connection 		
Knowledge Assessment		✓			<ul style="list-style-type: none"> • Answer all questions your assessor may have during the practical assessment 		

d

2

CANDIDATE ASSESSMENT

Candidate's NameFather's Name

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within **three(3) hours** timeframe:

- Install Operating System (Windows 7)
 - ✓ Install Windows in drive C:
 - ✓ Create a new user account
- Install Antivirus(Avira/Panda/Norton/Avast) and scan the system
- Install MS Office 2010 in drive D:
- Uninstall an application software from computer
- Troubleshoot the errors from computer
- Configure and install peripheral devices to computer
- Configure Internet connection using DSL line

Important Note: The following general performance criteria will be followed and performed in all the tasks (where applicable) by the candidate in order to meet this standard.

- ✓ Follow health and safety procedure as per the requirements of given task
- ✓ Prepare work station as per the requirements of task
- ✓ Select tools/ equipment as per the requirements of task
- ✓ Report to supervisor in case of any contingency after taking necessary actions
- ✓ Complete the work by following sequence of operations
- ✓ Perform task(s) within standard timeframe

ACTIVITIES	CANDIDATE RESPONSE
<p>1. Complete practical task of "Maintain Computer System "under observation by an assessor</p>	<p>During a practical assessment, under observation by an assessor, I will correctly perform the following tasks:</p> <ul style="list-style-type: none"> • Install new windows 7 operating system in drive C: of 40 GB size and create a new user account <ul style="list-style-type: none"> ✓ Set the boot priority in the system configuration setup ✓ Accept the license terms from Install Windows dialog box ✓ Select Custom(Advanced) from Install Windows dialog box ✓ Create Drive C: partition having 40 GB size ✓ Select Drive C: to Install the Operating System ✓ Create a new user account with the name "ABC" • Install Avira/Panda/Norton/Avast antivirus and scan the system <ul style="list-style-type: none"> ✓ Select Installation Type(Avast Free) from the setup dialog box ✓ Accept the license (EULA) terms from the installation setup ✓ scan the system using the installed Antivirus • Install MS Office 2010 in drive D: <ul style="list-style-type: none"> ✓ Enter the Product key from setup dialog box ✓ Accept the terms of the agreement from setup dialog box ✓ Choose the customize installation to set the drive D: ✓ Select drive D: from installation dialog box • Uninstall an Application Software from Computer • Troubleshoot the Errors from Computer <ul style="list-style-type: none"> ✓ Troubleshoot the basic Hardware and Software errors • Configure and Install Peripheral Devices to Computer • Establish Internet Connection using DSL line <ul style="list-style-type: none"> ✓ Install LAN(NIC) driver to attach the DSL line ✓ Insert DSL line into the LAN port ✓ Test the connectivity using any website

	<ul style="list-style-type: none"> • General performance criteria: <ul style="list-style-type: none"> ✓ Follow health and safety procedure as per the requirements of given task ✓ Prepare work station as per the requirements of task ✓ Select tools/ equipment as per the requirements of task ✓ Report to supervisor in case of any contingency after taking necessary actions ✓ Complete the work by following sequence of operations ✓ Perform task(s) within standard timeframe
<p>2. Answer any questions your Assessor may have during the practical assessment</p>	<p>My answers to questions are correct and demonstrate my understanding of the topics and their application:</p>

3

ASSESSOR JUDGEMENT GUIDE

Candidate's NameFather's Name

INSTRUCTIONS FOR ASSESSOR

This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Complete practical task of maintaining Computer System under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Install new windows 7 operating system in drive C: of 40 GB size and create a new user account	Set the boot priority in the system configuration setup			
	Accepted the license terms from Install Windows dialog box			
	Selected custom(Advanced) from Install Windows dialog box			
	Created drive C: partition having 40 GB size			
	Selected drive C: to Install the Operating System			
	Created a new user account with the name "ABC"			
Install Avira/Panda/Norton/Avast antivirus and scan the system	Selected Installation Type(Avast Free) from the setup dialog box			
	Accepted the license (EULA) terms from the installation setup			
	scanned the system using the installed Antivirus			
Install MS Office 2010 in drive D:	Entered the Product key from setup dialog box			
	Accepted the terms of the agreement from setup dialog box			
	Chose the customize installation to set the drive D:			
	Selected drive D: from installation dialog box			
Uninstall an Application Software from Computer	Uninstalled any of the software installed on computer			
Troubleshoot the Errors from Computer	Troubles hooted for basic hardware and software errors in computer			
Configure and Install Peripheral Devices to Computer	Configured and Install Peripheral Devices to Computer			
Establish Internet connection using DSL line	Installed LAN(NIC) driver to attach the DSL line			
	Inserted DSL line into the LAN port			
	Tested the connectivity using any website			
	Set parameters required during setup as per scanner's model			

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
General performance criteria	Followed health and safety procedure as per the requirements of given task			
	Prepared work station as per the requirements of task			
	Selected tools/ equipment as per the requirements of task			
	Reported to supervisor in case of any contingency after taking necessary actions			
	Completed the work by following sequence of operations			
	Performed task(s) within standard timeframe			
2. Answer any questions you may have during the practical assessment	Candidate's answers to questions are correct and demonstrate understanding of the topics and their applications			

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS	This section contains information regarding: <ul style="list-style-type: none">• Context of the assessment• List of required tools and equipment• List of consumables
1. Context of Assessment	This task will be performed in real time environment.

2. List of tools and equipment required (For five students)		
S. No	Items	Quantity
1	PC	5
2	Windows 7 DVD	For each PC
3	MS Office 2010 DVD	For each PC
4	Avira/Panda/Norton/Avast CD/DVD	For each PC
5	DSL Line/Connection	1



ASSESSMENT MATERIAL EVIDENCE GUIDE	<h1>PREPARE WORD DOCUMENTS</h1>
Qualification Computer Operator Level: 2 Credit: 20 Version: 1	

CONTENTS	1. Assessment Summary and Record 2. Candidate Assessment 3. Assessor Judgement Guide 4. List of required tools/equipment, material and context of assessment
-----------------	---

ASSESSMENT AND ASSESSOR DETAILS	Competent <input type="checkbox"/> Not Yet Competent <input type="checkbox"/>																			
	Assessment <input type="checkbox"/> Re-Assessment <input type="checkbox"/>																			
	Assessor's Name: _____ Assessor's Code _____ Assessor's Signature _____ Date <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center; font-size: 8px;">DD</td> <td style="text-align: center; font-size: 8px;">MM</td> <td colspan="6" style="text-align: center; font-size: 8px;">YYYY</td> <td colspan="2"></td> </tr> </table>											DD	MM	YYYY						
DD	MM	YYYY																		

CANDIDATE DETAILS	Candidate's Name: _____ <small style="display: flex; justify-content: space-between; width: 100%;">First Name Last Name</small>																				
	Father's Name _____																				
	Institute Name and District _____																				
	CNIC/BFORM# <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td> </tr> </table>																				
	Registration Number issued by Assessment Body: _____ Gender Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/>																				
Candidate's Consent: I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal. Candidate's Signature: _____																					

ASSESSMENT RESULTS SUMMARY FORM	You can use this coversheet as an <i>Assessment Results Summary Form</i> . Simply post a photocopy of this completed coversheet to NAVTTCC
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NAVTTCC OFFICE ONLY	1. DATE FORM RECEIVED: <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center; font-size: 8px;">DD</td> <td style="text-align: center; font-size: 8px;">MM</td> <td colspan="4" style="text-align: center; font-size: 8px;">YYYY</td> <td colspan="2"></td> </tr> </table>									DD	MM	YYYY						2. DATE ENTERED INTO DATABASE: <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center; font-size: 8px;">DD</td> <td style="text-align: center; font-size: 8px;">MM</td> <td colspan="4" style="text-align: center; font-size: 8px;">YYYY</td> <td colspan="2"></td> </tr> </table>									DD	MM	YYYY					
DD	MM	YYYY																																
DD	MM	YYYY																																

1

ASSESSMENT SUMMARY & RECORD

Candidate's Name Father's Name

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
	WRITTEN	ORAL	OBSERVATION	PORTFOLIOS		COMPETENT	NOT YET COMPETENT
NATURE OF ACTIVITY					DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: PREPARE WORD DOCUMENTS		
Practical Skill Demonstration			✓		<ul style="list-style-type: none"> • Create Word Document • Insert Header and Footer in the Document • Format Word Documents • Perform Mail Merge • Insert Table of Contents • Print Word Documents 		
Knowledge Assessment		✓			<ul style="list-style-type: none"> • Answer all questions your assessor may have during the practical assessment 		

2

CANDIDATE ASSESSMENT

Candidate's Name Father's Name

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within **one(1) hour** timeframe:

- Prepare a Microsoft word document same as mentioned in Annexure-A
- Save the word document
- Protect the word document
- Import document

Important Note: The following general performance criteria will be followed and performed in all the tasks (where applicable) by the candidate in order to meet this standard.

- ✓ Follow health and safety procedure as per the requirements of given task
- ✓ Prepare work station as per the requirements of task
- ✓ Select tools/ equipment as per the requirements of task
- ✓ Report to supervisor in case of any contingency after taking necessary actions
- ✓ Complete the work by following sequence of operations
- ✓ Perform task(s) within standard timeframe

ACTIVITIES	CANDIDATE RESPONSE
<p>1. Complete practical task of "Prepare Word Documents" under observation by an assessor</p>	<p>During a practical assessment, under observation by an assessor, I will correctly :</p> <ul style="list-style-type: none"> • Create a Microsoft word document same as given in Annexure-A <ul style="list-style-type: none"> ✓ Apply the page margins on the word document. ✓ Set similar page orientation as in Annexure-A ✓ Set similar size of the page ✓ Insert header, footer & page number in the document ✓ Apply format headings in the word file. ✓ Insert table in a word document. ✓ Insert hyperlinked to any document. ✓ Set styles as per the standard / requirements of the document ✓ Insert picture at given location of a word document as in Annexure-A ✓ Insert clip art at given location of a word document as in Annexure-A ✓ Insert shapes at a given location of a word document as in Annexure-A • Save the document <ul style="list-style-type: none"> ✓ Assign a name to the word file (self-Assessment Test). ✓ Save word document at Desktop • Protect the word document • Apply password to your document • Import the document <ul style="list-style-type: none"> ✓ Import some contents / material in a word document from any other file format. ✓ Import some material from external memory devices. • General performance criteria: <ul style="list-style-type: none"> ✓ Follow health and safety procedure as per the requirements of given task ✓ Prepare work station as per the requirements of task ✓ Select tools/ equipment as per the requirements of task ✓ Report to supervisor in case of any contingency after taking necessary actions ✓ Complete the work by following sequence of operations ✓ Perform task(s) within standard timeframe

<p>2. Answer any questions your Assessor may have during the practical assessment</p>	<p>My answers to questions are correct and demonstrate my understanding of the topics and their application:</p>
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3

ASSESSOR JUDGEMENT GUIDE

Candidate's Name Father's Name

INSTRUCTIONS FOR ASSESSOR

THIS SECTION CONTAINS EVIDENCE REQUIREMENTS. ORAL QUESTIONING MAY BE USED TO CLARIFY CANDIDATE UNDERSTANDING OF THE TOPIC AND ITS APPLICATION.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Complete practical task of "Prepare Word Documents "under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out:			
Prepare a Microsoft word document same as mentioned in Annexure-A	Applied the page margins on the word document.			
	Set similar page orientation as given in Annexure-A			
	Set similar size of the page			
	Inserted header, footer & page numbers in the document			
	Applied format headings in the word file.			
	Inserted table in a word document.			
	Inserted hyperlinked data to any document.			
	Set styles as per the standard / requirements of the document as in Annexure-A			
	Inserted picture at given location of a word document as in Annexure-A			
	Inserted clip art at given location of a word document as in Annexure-A			
Save the document	Assigned a name to the word file (Self-Assessment Test)			
	Saved word document at Desktop			
Protect the word document	Applied password to your document procedure of protecting a word document with a particular password.			
Import the document	Imported some contents / material in a word document from any other file format.			
	Imported some material from external memory devices.			
General performance criteria	Followed health and safety procedure as per the requirements of given task			
	Prepared work station as per the requirements of task			
	Selected tools/ equipment as per the requirements of task			
	Reported to supervisor in case of any contingency after taking necessary actions			

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
	Completed the work by following sequence of operations			
	Performed task(s) within standard timeframe			
<p>2. Answer any questions you may have during the practical assessment</p>	<p>Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.</p>			

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS

This section contains information regarding:

- Context of the assessment
- List of required tools and equipment
- List of consumables

1. Context of Assessment

This task will be performed in real time environment.

2. List of tools and equipment required (For five students)

S. No	Items	Quantity
1	PC	5
2	Printer	1
3	USB Flash Drive	1

3. List of consumable items required (For five students)

S. No	Items	Quantity
1	A4 Size Pages	As Per Requirement

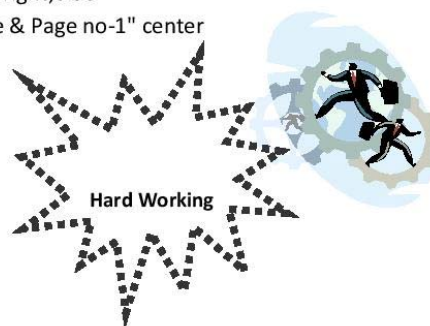
Name of your
Your Teacher
Today's Date

Assessment Test of Microsoft® Word

To Follow the Instruction mention as below, Part of the Assessment is how well you read and complete directions.

Microsoft Office Word 2010 allows you to create and edit personal and business documents, such as letters, reports, invoices, emails and books. By default, documents saved in Word 2010 are saved with the .docx extension. Microsoft Word can be used for the following purposes:

- 1 To create business documents having various graphics including pictures, charts, and diagrams.
- 2 To store and reuse ready-made content and formatted elements such as cover pages and sidebars.
- 3 To create letters and letterheads for personal and business purpose.
- 4 To design different documents such as resumes or invitation cards etc.
- 5 To create a range of correspondence from a simple office memo to legal copies and reference documents.
 - ❖ Page size: A4 , Alignment Top: 1" , Botom:1.5" , left and right;0.50"
 - ❖ Header "Name & your Roll number" and Footer " Date & Page no-1" center
 - ❖ Page border
 - Font styles , size, type
 - *Italic Font* **Bold** Under line _ABCDEF Capital letter aæ



Time Table						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Practical work			Half Day	

Good Bye

[Next page](#)



ASSESSMENT
MATERIAL

**EVIDENCE
GUIDE**

Qualification
Computer Operator
CS Code:
Level: 2
Credit: 14
Version: 1

PREPARE SPREADSHEETS

CONTENTS

1. Assessment Summary and Record
2. Candidate Assessment
3. Assessor Judgement Guide
4. List of required tools/ equipment, material and context of assessment

**ASSESSMENT AND
ASSESSOR
DETAILS**

Competent Not Yet Competent

Assessment Re-Assessment

Assessor's Name: _____ Assessor's Code _____

Assessor's Signature _____ Date

DD	MM	YYYY								

**CANDIDATE
DETAILS**

Candidate's Name: _____
First Name Last Name

Father's Name _____

Institute Name and District _____

CNIC/BFORM#

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Registration Number issued by Assessment Body: _____

Gender Male Female Transgender

Candidate's Consent I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.

Candidate's Signature: _____

**ASSESSMENT
RESULTS
SUMMARY FORM**

You can use this coversheet as an *Assessment Results Summary Form*. Simply post a photocopy of this completed coversheet to **NAVTTTC**

**NAVTTTC OFFICE
ONLY**

1. DATE FORM RECEIVED:

DD	MM	YYYY								

2. DATE ENTERED INTO DATABASE:

DD	MM	YYYY								

1

ASSESSMENT SUMMARY & RECORD

Candidate's NameFather's Name

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
	WRITTEN	ORAL	OBSERVATION	PORTFOLIOS		COMPETENT	NOT YET COMPETENT
NATURE OF ACTIVITY					DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: PREPARE SPREADSHEETS		
Practical Skill Demonstration			✓		<ul style="list-style-type: none"> • Create Spreadsheet By Using MS EXCEL • Apply formula in a Spreadsheet • Apply functions in a Spreadsheet • Create charts in a Spreadsheet • Filter data in a Spreadsheet • Print worksheets 		
Knowledge Assessment		✓			<ul style="list-style-type: none"> • Answer all questions your assessor may have during the practical assessment 		

2

CANDIDATE ASSESSMENT

Candidate's NameFather 's Name

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within two and half (2:30) hours timeframe:

- Prepare a worksheet by following the instructions given on the Annexure "A"
- Create a worksheet by following the instructions given on the Annexure "B"
- Make a worksheet by following the instructions given on the Annexure "C"

Important Note: The following general performance criteria will be followed and performed in all the tasks (where applicable) by the candidate in order to meet this standard.

- ✓ Follow health and safety procedure as per the requirements of given task
- ✓ Prepare work station as per the requirements of task
- ✓ Select tools/ equipment as per the requirements of task
- ✓ Report to supervisor in case of any contingency after taking necessary actions
- ✓ Complete the work by following sequence of operations
- ✓ Perform task(s) within standard timeframe

ACTIVITIES	CANDIDATE RESPONSE
<p>1. Complete practical task of "Prepare Spreadsheets" under observation by an assessor</p>	<p>During a practical assessment, under observation by an assessor, I will correctly perform the following tasks:</p> <ul style="list-style-type: none"> • Prepare a worksheet by following the instructions given on the Annexure "A" <ul style="list-style-type: none"> ✓ Enter data into the respective columns as per given instructions ✓ Apply the formula to find volume of the cuboids ✓ Apply the formula to find surface area of the cuboids ✓ Apply the function to find maximum and minimum volume at appropriate place ✓ Apply the function to find maximum and minimum surface area at appropriate place ✓ Apply the same column and row size as per given worksheet ✓ Apply the same font style and size according to the given worksheet ✓ Apply the same alignment for the cell values as per given worksheet ✓ Apply the Borders following the given worksheet ✓ Apply the shading following the given worksheet • Create a worksheet by following the instructions given on the Annexure "B" <ul style="list-style-type: none"> ✓ Apply the function to find maximum and minimum scores row-wise ✓ Apply the function to find maximum and minimum scores column-wise ✓ Apply the function to find over all maximum and minimum scores ✓ Apply the same column and row size as per given worksheet ✓ Apply the same font style and size according to the given worksheet ✓ Apply the same alignment for the cell values as per given worksheet ✓ Apply the Borders following the given worksheet ✓ Apply the shading following the given worksheet ✓ Create the pie chart as per given instructions ✓ Design the line chart according to the given instructions • Make a worksheet by following the instructions given on the Annexure "C" <ul style="list-style-type: none"> ✓ Apply the same column and row size as per given worksheet ✓ Apply the same font style and size according to the given worksheet ✓ Apply the same alignment for the cell values as per given worksheet ✓ Apply the Borders following the given worksheet ✓ Apply the shading following the given worksheet ✓ Apply the function to find marks obtained ✓ Apply the function to find percentage ✓ Apply the function to find status as pass or fail

	<ul style="list-style-type: none"> ✓ Apply the function to calculate grades as per given criteria ✓ Apply the function to give remarks as per given criteria ✓ Design the line chart according to the given instructions • General performance criteria: <ul style="list-style-type: none"> ✓ Follow health and safety procedure as per the requirements of given task ✓ Prepare work station as per the requirements of task ✓ Select tools/ equipment as per the requirements of task ✓ Report to supervisor in case of any contingency after taking necessary actions ✓ Complete the work by following sequence of operations ✓ Perform task(s) within standard timeframe
<p>2. Answer any questions your Assessor may have during the practical assessment</p>	<p>My answers to questions are correct and demonstrate my understanding of the topics and their application:</p>

3

ASSESSOR JUDGEMENT GUIDE

Candidate's NameFather's Name

INSTRUCTIONS FOR ASSESSOR

This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Complete practical task of Preparing Spreadsheets under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Prepare a worksheet by following the instructions given on the Annexure "A"	Entered data into the respective columns as per given instructions			
	Applied the formula to find volume of the cuboids			
	Applied the formula to find surface area of the cuboids			
	Applied the function to find maximum and minimum volume at appropriate place as in Annexure-A			
	Applied the function to find maximum and minimum surface area at appropriate place as in Annexure-A			
	Applied the same column and row size as in Annexure -A			
	Applied the same font style and size according to Annexure -A			
	Applied the same alignment for the cell values as in Annexure-A			
	Applied the Borders following Annexure-A			
	Applied the shading following Annexure-A			
Create a worksheet by following the instructions given on the Annexure "B"	Applied the function to find maximum and minimum scores row-wise			
	Applied the function to find maximum and minimum scores column-wise			
	Applied the function to find over all maximum and minimum scores			
	Applied the same column and row size as in Annexure-B			
	Applied the same font style and size according to Annexure-B			
	Applied the same alignment for the cell values in Annexure-B			
	Applied the Borders following the Annexure-B			
	Applied the shading following the Annexure-B			
	Created the pie chart as per given instructions in Annexure-B			
	Designed the line chart according to the given instructions in Annexure-B			

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
Make a worksheet by following the instructions given on the Annexure "C"	Applied the same column and row size as in Annexure-C			
	Applied the same font style and size according in Annexure-C			
	Applied the same alignment for the cell values as in Annexure-C			
	Applied the Borders following the Annexure-C			
	Applied the shading following the Annexure-C			
	Applied the function to find marks obtained			
	Applied the function to find percentage			
	Applied the function to find status as pass or fail			
	Applied the function to calculate grades as per given criteria			
	Applied the function to give remarks as per given criteria in Annexure-C			
	Design the line chart according to the given instructions in Annexure-C			
General performance criteria	Followed health and safety procedure as per the requirements of given task			
	Prepared work station as per the requirements of task			
	Selected tools/ equipment as per the requirements of task			
	Reported to supervisor in case of any contingency after taking necessary actions			
	Completed the work by following sequence of operations			
	Performed task(s) within standard timeframe			
2. Answer any questions you may have during the practical assessment	Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.			

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS	This section contains information regarding: <ul style="list-style-type: none">• Context of the assessment• List of required tools and equipment• List of consumables
1. Context of Assessment	This task will be performed in real time environment.

2. List of tools and equipment required (For five students)		
S. No	Items	Quantity
1	PC	5
2	MS Office CD/DVD	For each PC

3. List of consumable items required (For five students)		
S. No	Items	Quantity
1	A4 Size Pages	As Per Requirement

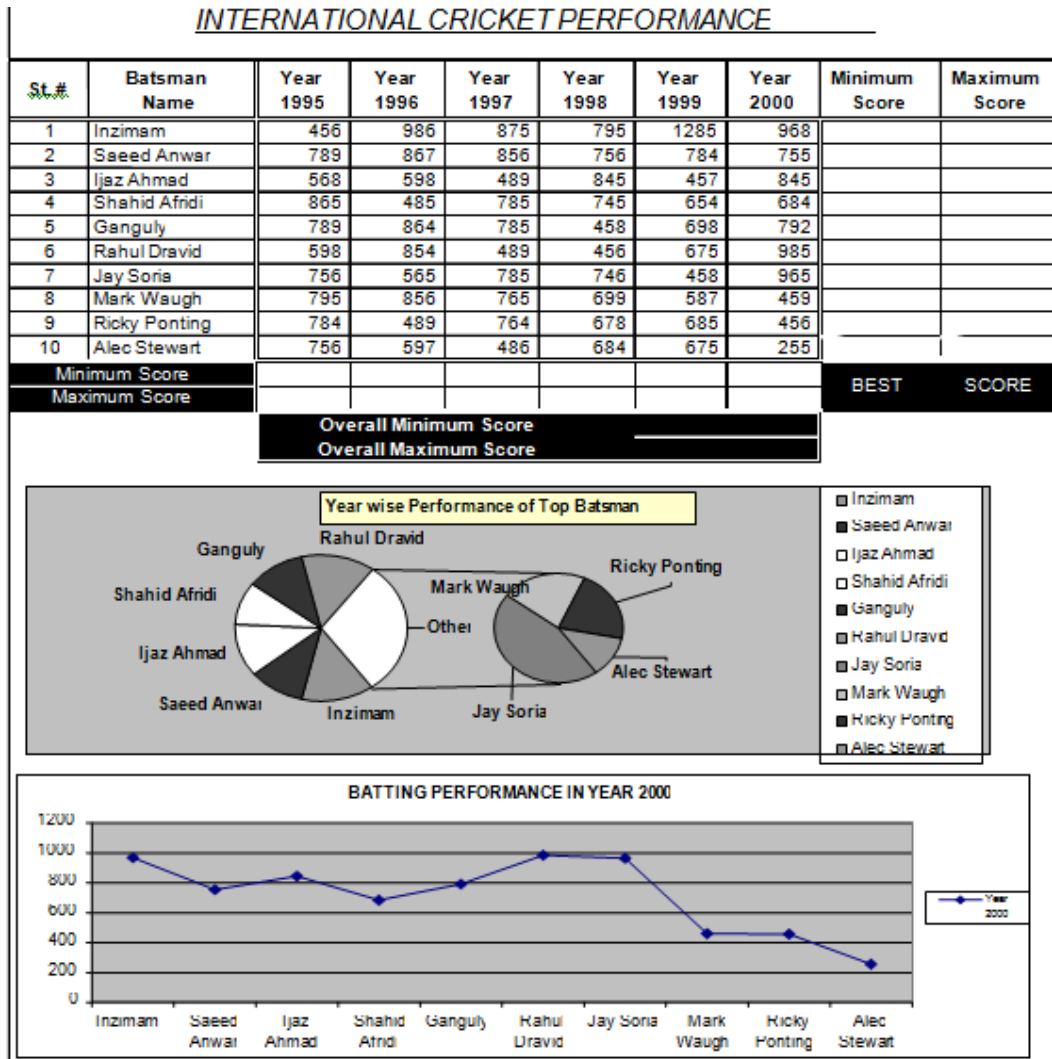
Create the worksheet provided according to the following instructions:

1. Create the work sheet of same format as shown below
2. Enter Sample data in **Length, Height** and **Width** columns
3. Apply formulae to calculate:
 - i. **Volume** = Length x Height x Width
 - ii. **Surface area** = 2 (Length x Height + Height x Width + Width x Length)
4. Find Maximum Volume, Minimum Volume, Maximum Area and Minimum Area.

Volume & Surface Area of Cuboids						
Sr. No.	Cuboids	Length	Height	Width	Volume	Surface Area
1.	A					
2.	B					
3.	C					
4.	D					
5.	E					
Maximum Volume =						
Minimum Volume =						
Maximum Area =						
Minimum Area =						

Instructions to make the following worksheet and chart:

1. Create the work sheet of same format as shown below
2. Calculate maximum and minimum score as row wise
3. Calculate maximum and minimum score as column wise
4. Calculate overall maximum and minimum score
5. Draw a pie and line graph from column batsman name to year 2000



Instructions to make the following worksheet and chart:

1. Create the result sheet (sample given below)
2. Find out the Marks obtained and Percentage
3. Apply the function to assess a student whether he/she is Pass or Fail
4. Find the Grades as per the given criteria below
 - a. **A+ >= 95 A >= 90 B >= 80 C >= 65 D >= 50 and Fail = below 50**
5. Fill in the Remarks column according to the grades of each students as following:
 - a. **A+ = Excellent, A = V. Good, B = Good, C = Fair and D = Average**
6. Draw a line graph of column Student Vs English
7. Show **Student name** that got maximum marks below the worksheet.

RESULT SHEET OF CENTRAL MODEL COLLEGE BAHAWAL NAGAR												
R.No.	Student Name	Mathatic		Statics		English	Pak Studies	Marks Obtained	%age	Pass or Fail	Grade	Remarks
		A	B	A	B							
		100	100	100	100							
1	Temoor	85	88	85	90	91	46	485	88.18	Pass	B	Very Good
2	Nazir	66	70	72	75	78	42					
3	Omer	45	46	44	48	62	26					
4	Majid	75	78	73	74	72	36					
5	Hafeez	62	56	60	58	60	32					
6	Maqbool	35	36	25	28	36	28					
7	Salman	70	68	67	68	69	36					
8	Younis	55	54	52	48	59	37					
9	Nawaz	90	96	96	95	94	50					
10	Zaheer	78	86	85	78	82	46					

Marks in English

Student Name	Marks Obtained
Temoor	91
Nazir	78
Omer	62
Majid	72
Hafeez	60
Maqbool	36
Salman	69
Younis	59
Nawaz	94
Zaheer	82

Students Name



ASSESSMENT MATERIAL EVIDENCE GUIDE	<h1>PREPARE PRESENTATION</h1>																																															
Qualification Computer Operator CS Code: Level: 2 Credit: 9 Version: 1																																																
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1

ASSESSMENT SUMMARY & RECORD

Candidate's NameFather's Name

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
	WRITTEN	ORAL	OBSERVATION	PORTFOLIOS		COMPETENT	NOT YET COMPETENT
NATURE OF ACTIVITY					DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: PREPARE PRESENTATION		
Practical Skill Demonstration			✓		<ul style="list-style-type: none"> • Insert Master Slide • Insert Slides with Different Layouts • Apply Animations on Objects • Apply Slide Transitions on Slides • Apply Sound Effects • Print slides 		
Knowledge Assessment		✓			<ul style="list-style-type: none"> • Answer all questions your assessor may have during the practical assessment 		

2

CANDIDATE ASSESSMENT

Candidate's NameFather's Name

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within **half an hour (30 minutes)** timeframe:

- Prepare a presentation by following the instructions given on the Annexure "A"

Important Note: The following general performance criteria will be followed and performed in all the tasks (where applicable) by the candidate in order to meet this standard.

- ✓ Follow health and safety procedure as per the requirements of given task
- ✓ Prepare work station as per the requirements of task
- ✓ Select tools/ equipment as per the requirements of task
- ✓ Report to supervisor in case of any contingency after taking necessary actions
- ✓ Complete the work by following sequence of operations
- ✓ Perform task(s) within standard timeframe

ACTIVITIES	CANDIDATE RESPONSE
<p>1. Complete practical task of "Prepare Presentation" under observation by an assessor</p>	<p>During a practical assessment, under observation by an assessor, I will correctly perform the following tasks:</p> <ul style="list-style-type: none"> • Prepare a presentation by following the instructions given on the Annexure "A" <ul style="list-style-type: none"> ✓ Write title of slides with font: Rockwell (Heading) - 40pt to 50pt on entire presentation. ✓ Write details in slides with font: Rockwell (Body) - 28pt to 36pt on entire presentation. ✓ Apply theme "Foundry" on entire presentation. ✓ Apply colour scheme "Office" on entire presentation. ✓ Apply animation "Fly In" on entire presentation. ✓ Apply animation "by first level paragraph". ✓ Apply animation with transition speed "slow". ✓ Apply transition sound "Arrow". ✓ Save the presentation with your name on desktop. ✓ Print the complete presentation on one page through printer (on Network). • General performance criteria: <ul style="list-style-type: none"> ✓ Follow health and safety procedure as per the requirements of given task ✓ Prepare work station as per the requirements of task ✓ Select tools/ equipment as per the requirements of task ✓ Report to supervisor in case of any contingency after taking necessary actions ✓ Complete the work by following sequence of operations ✓ Perform task(s) within standard timeframe
<p>2. Answer any questions your Assessor may have during the practical assessment</p>	<p>My answers to questions are correct and demonstrate my understanding of the topics and their application:</p>

3

ASSESSOR JUDGEMENT GUIDE

Candidate's NameFather's Name

INSTRUCTIONS FOR ASSESSOR	This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application
----------------------------------	---

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Complete practical task of Prepare Presentation under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Prepare a presentation by following the instructions given on the Annexure "A"	Wrote title of slides with font: Rockwell (Heading) - 40pt to 50pt on complete presentation.			
	Wrote details in slides with font: Rockwell (Body) - 28pt to 36pt on complete presentation.			
	Applied theme "Foundry" on entire presentation.			
	Applied colour scheme "Office" on entire presentation.			
	Applied animation "Fly In" on entire presentation.			
	Applied animation "by first level paragraph".			
	Applied animation with transition speed "slow".			
	Applied transition sound "Arrow".			
	Saved the presentation with name on desktop.			
	Printed the complete presentation on one page through network printer.			
General performance criteria	Followed health and safety procedure as per the requirements of given task			
	Prepared work station as per the requirements of task			
	Selected tools/ equipment as per the requirements of task			
	Reported to supervisor in case of any contingency after taking necessary actions			
	Completed the work by following sequence of operations			
	Performed task(s) within standard timeframe			
2. Answer any questions you may have during the practical assessment	Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.			

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS

This section contains information regarding:

- Context of the assessment
- List of required tools and equipment
- List of consumables

1. Context of Assessment

This task will be performed in real time environment.

2. List of tools and equipment required (For five students)

S. No	Items	Quantity
1	PC	5
2	Printer(On Network)	1
3	Microsoft Office	On each PC

3. List of consumable items required (For five students)

S. No	Items	Quantity
1	A4 Size Pages	As per Requirement

Prepare the four slides presentation on "yourself" according to the following instructions:

1. Write title of slides with font: Rockwell (Heading) - 40pt to 50pt on complete presentation.
2. Write details in slides with font: Rockwell (Body) - 28pt to 36pt on complete presentation.
3. Apply theme "Foundry" on complete presentation.
4. Apply colour scheme "Office" on complete presentation.
5. Apply animation "Fly In" on complete presentation.
6. Apply animation "by first level paragraph".
7. Apply animation with transition speed "slow".
8. Apply transition sound "Arrow".
9. Save the presentation with your name on desktop.
10. Print the complete presentation on one page through network printer.



ASSESSMENT
MATERIAL

**EVIDENCE
GUIDE**

Qualification
Computer Operator
CS Code
Level: 2
Credit: 4
Version: 1

PREPARE IN-PAGE DOCUMENTS

CONTENTS

1. Assessment Summary and Record
2. Candidate Assessment
3. Assessor Judgement Guide
4. List of required tools/ equipment, material and context of assessment

**ASSESSMENT AND
ASSESSOR
DETAILS**

Competent Not Yet Competent

Assessment Re-Assessment

Assessor's Name: _____ Assessor's Code _____

Assessor's Signature _____ Date

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DD MM YYYY

**CANDIDATE
DETAILS**

Candidate's Name: _____
First Name Last Name

Father's Name _____

Institute Name and District _____

CNIC/BFORM#

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Registration Number issued by Assessment Body: _____

Gender Male Female Transgender

Candidate's Consent I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.

Candidate's Signature: _____

**ASSESSMENT
RESULTS
SUMMARY FORM**

You can use this coversheet as an *Assessment Results Summary Form*. Simply post a photocopy of this completed coversheet to NAVTTTC

**NAVTTTC OFFICE
ONLY**

1. DATE FORM RECEIVED:

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 DD MM YYYY

2. DATE ENTERED INTO DATABASE:

--	--	--	--	--	--	--	--

 DD MM YYYY

1

ASSESSMENT SUMMARY & RECORD

Candidate's NameFather's Name

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
	WRITTEN	ORAL	OBSERVATION	PORTFOLIOS		COMPETENT	NOT YET COMPETENT
NATURE OF ACTIVITY					DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: PREPARE INPAGE DOCUMENTS		
Practical Skill Demonstration			✓		<ul style="list-style-type: none"> • Set keyboard preferences • Create In Page document • Insert Text Boxes • Insert Picture Boxes • Insert Graphic Boxes • Format The In Page Document • Insert Table In The Document • Insert Columns • Print The Document 		
Knowledge Assessment		✓			<ul style="list-style-type: none"> • Answer all questions your assessor may have during the practical assessment 		

2

CANDIDATE ASSESSMENT

Candidate's NameFather's Name

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within thirty(30) minutes timeframe:

- Prepare an In-page document as in Annex-B according to instruction provided in Annex-A

Important Note: The following general performance criteria will be followed and performed in all the tasks (where applicable) by the candidate in order to meet this standard.

- ✓ Follow health and safety procedure as per the requirements of given task
- ✓ Prepare work station as per the requirements of task
- ✓ Select tools/ equipment as per the requirements of task
- ✓ Report to supervisor in case of any contingency after taking necessary actions
- ✓ Complete the work by following sequence of operations
- ✓ Perform task(s) within standard timeframe

ACTIVITIES	CANDIDATE RESPONSE
<p>1. Complete practical task of Preparing In-page documents under observation by an assessor</p>	<p>During a practical assessment, under observation by an assessor, I will correctly perform the following tasks:</p> <ul style="list-style-type: none"> • Prepare an In-page document as in Annexure-B according to instruction provided in Annexure-A. <ul style="list-style-type: none"> ✓ Add table with one row and two columns at top of the page. ✓ Set both columns are of equal size. ✓ Add table with one row and two columns at top of the page. ✓ Set both columns are of equal size. ✓ Add your details and current date in the both columns of table. ✓ Set font-size 22 to 28 both columns of table. ✓ Write English in left column of table. ✓ Write Urdu in right column of table. ✓ Set font-weight normal/bold as per Annex-B. ✓ Add NEWS below the table. ✓ Set font-size 14 to 20 for news. ✓ Write the news below the table. ✓ Set text-alignment justify for news. ✓ Add table below the news with 3 columns and seven rows ✓ Set top row as header with background black/dark grey and white font. ✓ Fill table as filled in Annex-B ✓ Write note and details as shown in Annex-B ✓ Save the In-page document with your name on desktop. ✓ Print the In-page document on one page through network printer. • General performance criteria: <ul style="list-style-type: none"> ✓ Follow health and safety procedure as per the requirements of given task ✓ Prepare work station as per the requirements of task ✓ Select tools/ equipment as per the requirements of task ✓ Report to supervisor in case of any contingency after taking necessary actions ✓ Complete the work by following sequence of operations ✓ Perform task(s) within standard timeframe

2. Answer any questions your assessor may have during the practical assessment

My answers to questions are correct and demonstrate my understanding of the topics and their application:

3

ASSESSOR JUDGEMENT GUIDE

Candidate's NameFather's Name

INSTRUCTIONS FOR ASSESSOR	This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application
----------------------------------	---

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Complete practical task of Preparing In-page document" under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Prepare an In-page document as in Annexure-B according to instruction provided in Annexure-A.	Added table with one row and two columns at top of the page.			
	Set both columns are of equal size.			
	Added table with one row and two columns at top of the page.			
	Set both columns are of equal size.			
	Added your details and current date in the both columns of table.			
	Set font-size 22 to 28 both columns of table.			
	Wrote English in left column of table.			
	Wrote Urdu in right column of table.			
	Set font-weight normal/bold as per Annex-B.			
	Added NEWS below the table.			
	Set font-size 14 to 20 for news.			
	Wrote the news below the table.			
	Set text-alignment justify for news.			
	Added table below the news with 3 columns and seven rows			
	Set top row as header with background black/dark grey and white font.			
	Filled table as filled in Annex-B			
	Wrote note and details as shown in Annex-B			
Saved the In-page document with your name on desktop.				
Printed the In-page document on one page through network printer.				
General performance criteria	Followed health and safety procedure as per the requirements of given task			

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
	Prepared work station as per the requirements of task			
	Selected tools/ equipment as per the requirements of task			
	Reported to supervisor in case of any contingency after taking necessary actions			
	Completed the work by following sequence of operations			
	Performed task(s) within standard timeframe			
<p>2. Answer any questions you may have during the practical assessment</p>	<p>Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.</p>			

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS

This section contains information regarding:

- Context of the assessment
- List of required tools and equipment
- List of consumables

1. Context of Assessment

This task will be performed in real time environment.

2. List of tools and equipment required (For five students)

S. No	Items	Quantity
1	PC	5
2	Printer(On Network)	1
3	In-page 2014 or Above CD/DVD	For each PC

3. List of consumable items required (For five students)

S. No	Items	Quantity
1	A4 Size Pages	As per Requirement

Prepare the four slides presentation on "yourself" according to the following instructions:

1. Add table with one row and two columns at top of the page.
2. Set both columns are of equal size.
3. Add your details and current date in the both columns of table.
4. Set font-size 22 to 28 both columns of table.
5. Write English in left column of table.
6. Write Urdu in right column of table.
7. Set font-weight normal/bold as per Annex-B.
8. Add NEWS below the table.
9. Set font-size 14 to 20 for news.
10. Write the news below the table.
11. Set text-alignment justify for news.
12. Add table below the news with 3 columns and seven rows
13. Set top row as header with background black/dark grey and white font.
14. Fill table as filled in Annex-B
15. Write note and details as shown in Annex-B
16. Save the In-page document with your name on desktop.
17. Print the In-page document on one page through network printer.

Name : Your Name

نام : اپنا نام

Institute: Your Institute

ادارا : اپنا ادارا

Date : Current Date

تاریخ: آج کی تاریخ

یونس خان پاکستان کے کامیاب ترین بیٹسمین بن گئے۔ انہوں نے انگلینڈ کے خلاف ابوظہبی ٹیسٹ میں لچھڑی کرکٹ جاوید میانداد کا پاکستان کی طرف سے سب سے زیادہ ۸۸۳۲ رنز بنانے کا ریکارڈ توڑ دیا۔ جاوید میانداد نے ۱۲۴ ٹیسٹ کھیل کر یہ اعزاز اپنے نام کیا تھا جبکہ یونس خان نے اپنے کیریئر کے ۱۰۲ ویں ٹیسٹ یہ کارنامہ سر انجام دے دیا۔

۳۸ سالہ یونس خان نے ابوظہبی ٹیسٹ میں چھکا مار کر کسی بھی پاکستانی کا ٹیسٹ کرکٹ میں سب سے زیادہ رنز کا ریکارڈ اپنے نام کر دیا۔

مدت کورس	تفصیلی قابلیت	شعبہ جات
۸ ماہ	میٹرک	کمپیوٹر آپریٹر (ٹرکے۔ ٹرکیاں)
۱۴ ماہ	مڈل	ریجنر اینڈ مینجمنٹ آف الیکٹریکل ہوم اپلائنسز
۸ ماہ	مڈل	موٹر سائیکل مکینک
۱۴ ماہ	پرائمری	موٹر سائیکل مکینک
۱۴ ماہ	میٹرک	آٹو الیکٹریشن
۱۴ ماہ	میٹرک	ریفریجریٹیشن اینڈ ایئر کنڈیشننگ

نوٹ:

- 1- درخواست فارم مندرجہ ذیل دفتر سے قیمت 20 روپے میں دستیاب ہیں اور درخواستیں جمع کروانے کی آخری تاریخ 20/4/2003 ہے۔
 - 2- درخواست فارم لینے کے لیے اپنا شناختی کارڈ ساتھ لائیں۔
- پرنسپل گورنمنٹ کالج آف ٹیکنالوجی عقب جنگ بلڈنگ نزد مریدیل، مری روڈ راولپنڈی
- فون: 051-1234567



ASSESSMENT MATERIAL	MANAGE E-MAILS/INTERNET																																											
EVIDENCE GUIDE																																												
Qualification Computer Operator CS Code: Level: 2 Credit: 5 Version: 1																																												
CONTENTS	1. Assessment Summary and Record 2. Candidate Assessment 3. Assessor Judgment Guide 4. List of required tools/equipment, material and context of assessment																																											
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1

ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
	WRITTEN	ORAL	PORTFOLIO	OBSERVATION		COMPETENT	NOT YET COMPETENT
NATURE OF ACTIVITY					DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: MANAGE E-MAILS/INTERNET		
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> • Create/configure an e-mail account • Sort out e-mails • Manage address book • Archive e-mails • Browse the Internet • Download the data from Internet • Send e-mails • Print documents from Internet 		
Knowledge Assessment	✓	✓			<ul style="list-style-type: none"> • Answer all questions your assessor may have during the practical assessment. 		
Other Requirements					<ul style="list-style-type: none"> • N/A 		

2

CANDIDATE ASSESSMENT

Candidate's Name.....Father's Name

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within **one hour** timeframe:

- Configure your already created Gmail account on outlook express
- Manage address book of your configured Gmail account by adding and deleting two dummy contacts
- Perform browsing while searching 'fee for affiliation' from the website www.pbte.edu.pk
- Download model papers of the subject of 'English' for class 'DAE C.I.T' from the website www.pbte.edu.pk
- Send an e-mail to your already created Gmail account
- Receive an e-mail from your already created Gmail account

Important Note: The following general performance criteria will be followed and performed in all the tasks (where applicable) by the candidate in order to meet this standard.

- ✓ Follow health and safety procedure as per the requirements of given task
- ✓ Prepare work station as per the requirements of task
- ✓ Select tools/ equipment as per the requirements of task
- ✓ Report to supervisor in case of any contingency after taking necessary actions
- ✓ Complete the work by following sequence of operations
- ✓ Perform task(s) within standard timeframe

ACTIVITIES	CANDIDATE RESPONSE
<p>1. Complete practical task of 'Managing Emails/Internet' under observation by an assessor</p>	<p>During a practical assessment, under observation by an assessor, I will correctly:</p> <ul style="list-style-type: none"> • Configure your already created Gmail account on outlook express <ul style="list-style-type: none"> ✓ Enable server name POP in outlook express ✓ Enable protocol HTTP in outlook express • Manage address book of your configured Gmail account <ul style="list-style-type: none"> ✓ Add two dummy contacts in the address book in Gmail account ✓ Delete two dummy contacts in the address book in Gmail account • Perform browsing while searching 'fee for affiliation' from the website www.pbte.edu.pk <ul style="list-style-type: none"> ✓ Open search engine of Google Chrome/Firefox/Internet Explorer ✓ Type the URL of the website www.pbte.edu.pk in the address bar of selected search engine • Download model papers of the subject of 'English' for class 'DAE C.I.T' from the website www.pbte.edu.pk <ul style="list-style-type: none"> ✓ Open search engine of Google Chrome/Firefox/Internet Explorer ✓ Type the URL of the website www.pbte.edu.pk in the address bar of selected search engine ✓ Download model papers of the subject of 'English' for class 'DAE C.I.T' in Drive E:/ on your computer • Send an e-mail to your already created Gmail account <ul style="list-style-type: none"> ✓ Sign In to your already created Gmail account ✓ Attach any picture from your computer ✓ Send this email to your own account • Receive e-mail from your already created Gmail account <ul style="list-style-type: none"> ✓ Sign In to your already created Gmail account ✓ Open e-mail sent earlier from your own Gmail account • General performance criteria: <ul style="list-style-type: none"> ✓ Follow health and safety procedure as per the requirements of given task

	<ul style="list-style-type: none"> ✓ Prepare work station as per the requirements of task ✓ Select tools/ equipment as per the requirements of task ✓ Report to supervisor in case of any contingency after taking necessary actions ✓ Complete the work by following sequence of operations ✓ Perform task(s) within standard timeframe
<p>2. Answer any questions your assessor may have during the practical assessment</p>	<p>My answers to questions are correct and demonstrate my understanding of the topics and their application.</p>

3

ASSESSOR JUDGEMENT GUIDE

Candidate's NameFather's Name.....

INSTRUCTIONS FOR ASSESSOR

This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Complete practical task of 'Managing Emails/Internet' under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Configure your already created Gmail account on outlook express	Enabled server name POP in outlook express			
	Enabled protocol HTTP in outlook express			
Manage address book of your configured Gmail account	Added two dummy contacts in the address book in Gmail account			
	Deleted two dummy contacts in the address book in Gmail account			
Perform browsing while searching 'fee for affiliation' from the website www.pbte.edu.pk	Opened search engine of Google Chrome/Firefox/Internet Explorer			
	Typed the URL of the website www.pbte.edu.pk in the address bar of selected search engine			
Download model papers of the subject of 'English' for class 'DAE C.I.T' from the website www.pbte.edu.pk	Opened search engine of Google Chrome/Firefox/Internet Explorer			
	Typed the URL of the website www.pbte.edu.pk in the address bar of selected search engine			
	Downloaded model papers of the subject of 'English' for class 'DAE C.I.T' in Drive E:/ on your computer			
Send an e-mail to your already created Gmail account	Signed In to your already created Gmail account			
	Attached any picture from your computer			
	Sent this email to your own account			
Receive e-mail from your already created Gmail account	Signed In to your already created Gmail account			
	Opened e-mail sent earlier from your own Gmail account			
General performance criteria	Followed health and safety procedure as per the requirements of given task			
	Prepared work station as per the requirements of task			
	Selected tools/ equipment as per the requirements of task			
	Reported to supervisor in case of any contingency after taking necessary actions			
	Completed the work by following sequence of operations			
	Performed task(s) within standard timeframe			

<p>2. Answer any questions the assessor may have during the practical assessment</p>	<p>Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.</p> <p>Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.</p>			
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4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS	<p>This section contains information regarding;</p> <ul style="list-style-type: none"> • Context of the assessment • List of required tools and equipment. • List of consumable items required during the service
1. Context of Assessment	This task will be performed in real time environment.

2. List of tools and equipment required(for five candidates)		
S. No	Items	Quantity
1	PCs with networking	5
2	Internet connections	5
3	MS-Office 2010 or above	For each PC
4	Browsing software (Internet Explorer/Mozilla Firefox/Google Chrome)	For each PC

3. List of consumable items required(for five candidates)		
S. No	Items	Quantity
1	A4 size pages	As per requirement

1

ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
	WRITTEN	ORAL	PORTFOLIO	OBSERVATION		COMPETENT	NOT YET COMPETENT
NATURE OF ACTIVITY					DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: MANAGE INFORMATION SYSTEM		
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> • Enter data in the computer • Manage files and folders • Scan the pictures and save in the computer • Search files and folders • Maintain office records • Print the documents • Convert files in other file formats • Backup the data 		
Knowledge Assessment	✓	✓			<ul style="list-style-type: none"> • Answer all questions your assessor may have during the practical assessment. 		
Other Requirements					<ul style="list-style-type: none"> • N/A 		

2

CANDIDATE ASSESSMENT

Candidate's Name.....Father's Name

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within **two(2) hours** timeframe:

- Prepare a document in MS-Word with the typing speed of 40 WPM (words per minute) as attached in Annexure-1
- Scan picture provided in Annexure-2 and place it at the place given in Annexure-1
- Create a folder with the name 'Assessment' in D:/ drive of the computer
- Save typed document with the name 'Social Networking' in the 'Assessment' folder
- Search a file with the name of 'Social Networking' in the computer
- Print the file of 'Social Networking'
- Convert this MS-Word file of 'Social Networking' into PDF file format
- Create a backup of the file of 'Social Networking' on the server

Important Note: The following general performance criteria will be followed and performed in all the tasks (where applicable) by the candidate in order to meet this standard.

- ✓ Follow health and safety procedure as per the requirements of given task
- ✓ Prepare work station as per the requirements of task
- ✓ Select tools/ equipment as per the requirements of task
- ✓ Report to supervisor in case of any contingency after taking necessary actions
- ✓ Complete the work by following sequence of operations
- ✓ Perform task(s) within standard timeframe

ACTIVITIES	CANDIDATE RESPONSE
<p>1. Complete practical task of 'Managing Information System' under observation by an assessor</p>	<p>During a practical assessment, under observation by an assessor, I will correctly:</p> <ul style="list-style-type: none"> • Prepare a document in MS-Word with the typing speed of 40 WPM (words per minute) as attached in Annexure-1 <ul style="list-style-type: none"> ✓ Type the MS-Word document with the speed of 40 words per minute • Scan picture provided in Annexure-2 and place it at the place given in Annexure-1 <ul style="list-style-type: none"> ✓ Set the picture correctly in the scanner ✓ Take a preview of the document before scanning ✓ Start scanning ✓ Save the document on desktop • Create a folder with the name 'Assessment' in D:/ drive of the computer <ul style="list-style-type: none"> ✓ Create a folder with popup menu by right click in the D:/ drive • Save typed document with the name 'Social Networking' in the 'Assessment' folder <ul style="list-style-type: none"> ✓ Open 'Assessment' folder in the D:/ drive ✓ Save the file of 'Social Networking' in this folder • Search a file with the name of 'Social Networking' in the computer <ul style="list-style-type: none"> ✓ Search a file with the name of ' Social Networking' by using wild card • Print the file of 'Social Networking' <ul style="list-style-type: none"> ✓ Set page size ✓ Set page margins ✓ Set page orientation ✓ Preview before printing ✓ Print the file • Convert this MS-Word file of 'Social Networking' into PDF file format <ul style="list-style-type: none"> ✓ Use 'Nitro PDF' or 'Online conversion from MS-Word to PDF' to convert the file of 'Social Networking' into PDF file format • Create a backup of the file of 'Social Networking' on the server

	<ul style="list-style-type: none"> ✓ Save the PDF file of 'Social Networking' on the network storage ✓ Save the PDF file on external backup device • General performance criteria: <ul style="list-style-type: none"> ✓ Follow health and safety procedure as per the requirements of given task ✓ Prepare work station as per the requirements of task ✓ Select tools/ equipment as per the requirements of task ✓ Report to supervisor in case of any contingency after taking necessary actions ✓ Complete the work by following sequence of operations ✓ Perform task(s) within standard timeframe
<p>2. Answer any questions your assessor may have during the practical assessment</p>	<p>My answers to questions are correct and demonstrate my understanding of the topics and their application.</p>

3

ASSESSOR JUDGEMENT GUIDE

Candidate's NameFather's Name.....

INSTRUCTIONS FOR ASSESSOR

This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Complete practical task of 'Managing Information System' under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Prepare a document in MS-Word with the typing speed of 40 WPM (words per minute) as attached in Annexure-1	Typed the MS-Word document with the speed of 40 words per minute			
Scan picture provided in Annexure-2 and place it at the place given in Annexure-1	Set the picture correctly in the scanner			
	Took a preview of the document before scanning			
	Started scanning			
	Saved the document on desktop			
Create a folder with the name 'Assessment' in D:/ drive of the computer	Created a folder with popup menu by right click in the D:/ drive			
Save typed document with the name 'Social Networking' in the 'Assessment' folder	Opened 'Assessment' folder in the D:/ drive			
	Saved the file of 'Social Networking' in this folder			
Search a file with the name of 'Social Networking' in the computer	Searched a file with the name of ' Social Networking' by using wild card			
Print the file of 'Social Networking'	Set page size			
	Set page margins			
	Set page orientation			
	Previewed before printing			
	Printed the file			
Convert this MS-Word file of 'Social Networking' into PDF file format	Used 'Nitro PDF' or 'Online conversion from MS-Word to PDF' to convert the file of 'Social Networking' into PDF file format			
Create a backup of the file of 'Social Networking' on the server	Saved the PDF file of 'Social Networking' on the network storage			
	Saved the PDF file on external backup device			
General performance criteria	Followed health and safety procedure as per the requirements of given task			
	Prepared work station as per the requirements of task			
	Selected tools/ equipment as per the requirements of task			

	Reported to supervisor in case of any contingency after taking necessary actions			
	Completed the work by following sequence of operations			
	Performed task(s) within standard timeframe			
<p>2. Answer any questions the assessor may have during the practical assessment</p>	<p>Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.</p> <p>Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.</p>			

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS	<p>This section contains information regarding;</p> <ul style="list-style-type: none"> Context of the assessment List of required tools and equipment. List of consumable items required during the service
1. Context of Assessment	This task will be performed in real time environment.

2. List of tools and equipment required(for five candidates)		
S. No	Items	Quantity
1	PCs with networking	5
2	Internet connections	5
3	MS-Office	For each PC
4	Nitro software	5
5	Printer	1
6	Scanner	1
7	External backup storage devices	5

3. List of consumable items required(for five candidates)		
S. No	Items	Quantity
1	A4 size pages	As per requirement

Annexure-1

Scan and place picture given in annexure-2

In the twenty-first century, all activities are through the internet and the social networking sites have taken up so much that now, we just cannot be away from them. With plenty number of social networking sites, connecting to friends and family who are very far away from uses made so simple and easy that is just feels that we are talking over a cup of coffee.

Social networking sites not only enable us to stay in contact with friends and families, but also help ones to expand their horizon by getting in touch with people of similar tastes, likes, interests, ideas irrespective of their caste, creed or distance. The most commonly used social networking sites are Facebook, Twitter, Google Plus, Flickr and so on. With so many social networking sites, one gets to meet groups of people that are with similar thoughts and likes. One could also express their views on public matters on such platforms. Apart from connecting with people, job openings, business expansions, online business are all possible with the help of social networking sites. There are specific sites especially for jobs alone, or for business marketing alone, which makes transactions much more easier and faster.

However, along with the advantages also comes the package of disadvantages. Social networking sites have been used in the wrong manner with false identities to spread false and abusive messages. Lot of valuable time gets lost, when people spend more time to social networking sites when at work. There have been situations where people get addicted to social networking sites and have led to depression viewing others profiles. The impact of social media is too high that one could get affected either in the right manner or in the wrong manner.

Social networking sites have emerged as a powerful resource for effective communication, interaction and connecting people across the globe for personal and official needs, there by letting one another grow and develop and extend more than they could in every possible manner. With the advancing of technology, communication has also advanced and helps one to grow in all aspects of life.

Annexure-2





ASSESSMENT
MATERIAL

EVIDENCE GUIDE

Qualification

Computer Operator

Qualification Code:

Level: 2

Credit: 80

Version: 1

COMPUTER OPERATOR

CONTENTS

1. Assessment Summary and Record
2. Candidate Assessment
3. Assessor Judgment Guide
4. List of required tools/equipment, material and context of assessment

ASSESSMENT AND ASSESSOR DETAILS

Competent

Not Yet Competent

Assessment

Re-Assessment

Assessor's Name

Assessor's Code

Assessor's Signature

Date

DD		MM		YYYY															

CANDIDATE DETAILS

Candidate's Name

First Name

Last Name

Father's Name

Institute Name and District

CNIC/BFORM #

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Registration Number issued by
Assessment Body

Gender

Male

Female

Transgender

Candidate's Consent

I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.

Candidate's Signature

ASSESSMENT RESULTS SUMMARY FORM

You can use this coversheet as an *Assessment Results Summary Form*. Simply post a photocopy of this completed coversheet to **NAVTTTC**

NAVTTTC OFFICE ONLY

1. DATE
FORM
RECEIVED:

DD		MM		YYYY															

2. DATE ENTERED INTO
DATABASE:

DD		MM		YYYY															

1

ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
	WRITTEN	ORAL	PORTFOLIO	OBSERVATION		COMPETENT	NOT YET COMPETENT
NATURE OF ACTIVITY					DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF QUALIFICATION: COMPUTER OPERATOR		
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> Use the basic techniques of operating the computer Work proficiently in MS-Office Prepare the In Page documents Use email and Internet 		
Knowledge Assessment	✓	✓			<ul style="list-style-type: none"> Answer all questions your assessor may have during the practical assessment. 		
Other Requirements					<ul style="list-style-type: none"> N/A 		

2

CANDIDATE ASSESSMENT

Candidate's Name.....Father's Name

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within **three hours** timeframe:

- Prepare a computer system by installing MS-Office suite in drive D:/ and In Page software in drive E:/
- Create a computer assignment given in Annexure-1

Important Note: The following general performance criteria will be followed and performed in all the tasks (where applicable) by the candidate in order to meet this standard.

- ✓ Follow health and safety procedure as per the requirements of given task
- ✓ Prepare work station as per the requirements of task
- ✓ Select tools/ equipment as per the requirements of task
- ✓ Report to supervisor in case of any contingency after taking necessary actions
- ✓ Complete the work by following sequence of operations
- ✓ Perform task(s) within standard timeframe

ACTIVITIES	CANDIDATE RESPONSE
<p>1. Complete practical task of 'Computer Operator' under observation by an assessor</p>	<p>During a practical assessment, under observation by an assessor, I will correctly:</p> <ul style="list-style-type: none"> • Prepare a computer system by installing MS-Office suite in drive D:/ and In Page software in drive E:/ <ul style="list-style-type: none"> ✓ Enter the product key from setup dialog box ✓ Accept the terms of the agreement from setup dialog box ✓ Choose the customize installation to install MS-Office in the drive D:/ ✓ Select drive D:/ from installation dialog box ✓ Run the setup file of In Page software ✓ Select the drive E:/ to install the In Page software • Create a computer assignment given in Annexure-1 <ul style="list-style-type: none"> ✓ Create a word document Annexure-1 (Page-2) as per instructions ✓ Apply font style and size as designed in the Annexure-1 (Page-2) ✓ Apply font style and size for heading as designed in the Annexure-1 (Page-2) ✓ Apply the page margins as designed in the Annexure-1 (Page-2) ✓ Apply the Word Art as designed in the Annexure-1 (Page-2) ✓ Apply the Drop Cap as per design in the Annexure-1 (Page-2) ✓ Insert columns as per design in the Annexure-1 (Page-2) ✓ Apply the alignment according to the design in the Annexure-1 (Page-2) ✓ Apply the line between columns as per design in the Annexure-1 (Page-2) ✓ Apply the numbering as per design in the Annexure-1 (Page-2) ✓ Apply the colours as per design in the Annexure-1 (Page-2) ✓ Create an In Page file Annexure-1 (Page-3) as per instructions ✓ Apply the same font style and size as designed in the Annexure-1 (Page-3) ✓ Apply the same font style and size for heading as designed in the Annexure-1 (Page-3) ✓ Apply baseline shift as designed in the Annexure-1 (Page-3) ✓ Apply character spacing as designed in the Annexure-1 (Page-3) ✓ Apply the borders style as designed in the Annexure-1 (Page-3) ✓ Apply the rotation on text boxes as per design in the Annexure-1 (Page-3) ✓ Insert the table as per design in the Annexure-1 (Page-3) ✓ Apply the alignment according to the design in the Annexure-1 (Page-3) ✓ Insert picture in the table as per design in the Annexure-1 (Page-3) ✓ Create an Excel sheet Annexure-1 (Page-4) as per instructions ✓ Apply the same column and row size as per design in the Annexure-1 (Page-4)

	<ul style="list-style-type: none"> ✓ Apply the same font style and size as per design in the Annexure-1 (Page-4) ✓ Apply the same alignment for the cell values as per design in the Annexure-1 (Page-4) ✓ Apply the borders as per design in the Annexure-1 (Page-4) ✓ Apply the shading as per design in the Annexure-1 (Page-4) ✓ Apply the function to find marks obtained as per design in the Annexure-1 (Page-4) ✓ Apply the function to find percentage as per design in the Annexure-1 (Page-4) ✓ Apply the function to find status as pass or fail as per design in the Annexure-1 (Page-4) ✓ Apply the function to calculate grades as per given criteria in the design in the Annexure-1 (Page-4) ✓ Apply the function to give remarks as per given criteria in the Annexure-1 (Page-4) ✓ Design the line chart as per design in the Annexure-1 (Page-4) ✓ Apply the function to find maximum marks as per design in the Annexure-1 (Page-4) ✓ Apply the function to find minimum marks as per design in the Annexure-1 (Page-4) ✓ Apply colours to maximum and minimum marks as per design in the Annexure-1 (Page-4) ✓ Insert title slide as per given instructions on Annexure-1 (Page-1) ✓ Insert the second slide as per given instructions in Annexure-1 (Page-1) ✓ Insert the third slide as per given instructions in Annexure-1 (Page-1) ✓ Apply slide transitions on each slide as per given instructions in Annexure-1 (Page-1) ✓ Apply animations on each object of the slides as per given instructions in Annexure-1 (Page-1) ✓ Link the Word document in the presentation as per given instructions in Annexure-1 (Page-1) ✓ Save the documents as per given instructions in Annexure-1 (Page-1) ✓ Send an email as per given instructions in Annexure-1 (Page-1) ✓ Create a hardcopy of each document as per given instructions in Annexure-1 (Page-1) <ul style="list-style-type: none"> • General performance criteria: <ul style="list-style-type: none"> ✓ Follow health and safety procedure as per the requirements of given task ✓ Prepare work station as per the requirements of task ✓ Select tools/ equipment as per the requirements of task ✓ Report to supervisor in case of any contingency after taking necessary actions ✓ Complete the work by following sequence of operations ✓ Perform task(s) within standard timeframe
<p>2. Answer any questions your assessor may have during the practical assessment</p>	<p>My answers to questions are correct and demonstrate my understanding of the topics and their application.</p>

3

ASSESSOR JUDGEMENT GUIDE

Candidate's Name Father's Name.....

INSTRUCTIONS FOR ASSESSOR

This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Complete practical task of 'Computer Operator' under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Prepare a computer system by installing MS-Office suite in drive D:/ and In Page software in drive E:/	Entered the product key from setup dialog box			
	Accepted the terms of the agreement from setup dialog box			
	Chose the customize installation to install MS-Office in the drive D:/			
	Selected drive D:/ from installation dialog box			
	Ran the setup file of In Page software			
	Selected the drive E:/ to install the In Page software			
Create a computer assignment given in Annexure-1	Created a word document Annexure-1 (Page-2) as per instructions			
	Applied font style and size as designed in the Annexure-1 (Page-2)			
	Applied font style and size for heading as designed in the Annexure-1 (Page-2)			
	Applied the page margins as designed in the Annexure-1 (Page-2)			
	Applied the Word Art as designed in the Annexure-1 (Page-2)			
	Applied the Drop Cap as per design in the Annexure-1 (Page-2)			
	Inserted columns as per design in the Annexure-1 (Page-2)			
	Applied the alignment according to the design in the Annexure-1 (Page-2)			
	Applied the line between columns as per design in the Annexure-1 (Page-2)			
	Applied the numbering as per design in the Annexure-1 (Page-2)			
	Applied the colours as per design in the Annexure-1 (Page-2)			
	Created an In Page file Annexure-1 (Page-3) as per instructions			
	Applied the same font style and size as designed in the Annexure-1 (Page-3)			
	Applied the same font style and size for heading as designed in the Annexure-1 (Page-3)			
Applied baseline shift as designed in the Annexure-1 (Page-3)				
Applied character spacing as designed in the Annexure-1 (Page-3)				
Applied the borders style as designed in the Annexure-1 (Page-3)				

	Applied the rotation on text boxes as per design in the Annexure-1 (Page-3)		
	Inserted the table as per design in the Annexure-1 (Page-3)		
	Applied the alignment according to the design in the Annexure-1 (Page-3)		
	Inserted picture in the table as per design in the Annexure-1 (Page-3)		
	Created an Excel sheet Annexure-1 (Page-4) as per instructions		
	Applied the same column and row size as per design in the Annexure-1 (Page-4)		
	Applied the same font style and size as per design in the Annexure-1 (Page-4)		
	Applied the same alignment for the cell values as per design in the Annexure-1 (Page-4)		
	Applied the borders as per design in the Annexure-1 (Page-4)		
	Applied the shading as per design in the Annexure-1 (Page-4)		
	Applied the function to find marks obtained as per design in the Annexure-1 (Page-4)		
	Applied the function to find percentage as per design in the Annexure-1 (Page-4)		
	Applied the function to find status as pass or fail as per design in the Annexure-1 (Page-4)		
	Applied the function to calculate grades as per given criteria in the design in the Annexure-1 (Page-4)		
	Applied the function to give remarks as per given criteria in the Annexure-1 (Page-4)		
	Designed the line chart as per design in the Annexure-1 (Page-4)		
	Applied the function to find maximum marks as per design in the Annexure-1 (Page-4)		
	Applied the function to find minimum marks as per design in the Annexure-1 (Page-4)		
	Applied colours to maximum and minimum marks as per design in the Annexure-1 (Page-4)		
	Inserted title slide as per given instructions on Annexure-1 (Page-1)		
	Inserted the second slide as per given instructions in Annexure-1 (Page-1)		
	Inserted the third slide as per given instructions in Annexure-1 (Page-1)		
	Applied slide transitions on each slide as per given instructions in Annexure-1 (Page-1)		
	Applied animations on each object of the slides as per given instructions in Annexure-1 (Page-1)		
	Linked the Word document in the presentation as per given instructions in Annexure-1 (Page-1)		
	Saved the documents as per given instructions in Annexure-1 (Page-1)		
	Sent an email as per given instructions in Annexure-1 (Page-1)		
	Created a hardcopy of each document as per given instructions in Annexure-1 (Page-1)		
General performance criteria	Followed health and safety procedure as per the requirements of given task		
	Prepared work station as per the requirements of task		
	Selected tools/ equipment as per the requirements of task		
	Reported to supervisor in case of any contingency after taking necessary actions		

	Completed the work by following sequence of operations			
	Performed task(s) within standard timeframe			
2. Answer any questions the assessor may have during the practical assessment	<p>Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.</p> <p>Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.</p>			

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS	<p>This section contains information regarding;</p> <ul style="list-style-type: none"> Context of the assessment List of required tools and equipment. List of consumable items required during the service
1. Context of Assessment	This task will be performed in real time environment.

2. List of tools and equipment required(for five candidates)		
S. No	Items	Quantity
1	Laptops: Latest Processor with major minimum features as below: Quad Core 32/64 Bit Processor (3.06 GHz or Higher, 4MB 4- Core/ 8- Threads, Turbo up to 3.46 GHz) or Higher Network Card Integrated Gigabit Ethernet (10/100/1000); RAM: 8 GB Dual Channel DDR3, 1333 MHz SDRAM Memory expandable up to 8 GB Cache: L3 Smart 8 MB Cache speed 2.3 MHz or Higher 1TB HDD, Wi-Fi with licensed Operating System and Antivirus.	1
2	File server for LAN. Xeon Latest 64 bit processor or Higher with PCI Express Video Card 4GB VRAM, 8 GB RAM, 22" TFT, Keyboard, Mouse, DVD OR BLU-RAY writer with latest license of OS - Server Edition, Internet, Antivirus - Server Edition & UPS for Power Back up.	1
3	LAB should have structured cabling	1
4	Workstation/Nodes (computers) Latest Processor, HDD, Monitor, DVD Writer, Keyboard/Internet, USB Optical Mouse, USB Keyboard with latest license of OS and Antivirus – Professional/Ultimate Edition	5
5	Workstation for Multimedia i700 (i7) PROCESSOR or Quad core or Higher, 8 GB RAM, 1 Terabyte HDD, 22" TFT Monitor, DVD OR BLU-RAY Writer, Keyboard/Internet, USB Optical Mouse, USB Keyboard with latest license of OS with Antivirus -, Professional/Ultimate Edition	1
6	24 Port switch with wireless connectivity	1
7	RJ 45 Connector	1
8	Internet or Intranet Connectivity	1
9	On-Line UPS	1
10	Printer	1
11	Scanner	1
12	Web Cam (digital camera)	20
13	DVD or BLU-RAY writers	5
14	Pen-drive	20
15	External Hard Disks	5
16	DSL Wireless Router	1
17	Wireless Router	1
18	Wireless LAN Cards	6
19	LCD Projector	1
20	Computer lab with Multimedia Projector	1
21	Class room with Multimedia Projector	1
22	Tool box	5 sets
23	USB flash drives	5

3. List of consumable items required(for five candidates)		
S. No	Items	Quantity
1	A4 size pages	As per requirement

INSTRUCTIONS:

- Create the **Annexure-A(Pg-2)** in MS Word as designed in a new document on page-1, using:
 - Font Style = Calibri, size = 11 for normal text,
 - Font size = 14 Bold for Heading
 - Page margins = 1.25" (Left & Right)
 - Page margins = 0.75" (Top & Bottom)
- Design **Annexure-A(Pg-3)** using In Page software, and insert into Word document as page-2 when completed
- In Excel, create **Annexure-A(Pg-4)** worksheet as per given instructions and export into Word document on 3rd page
- In PowerPoint, create a presentation of at least 3 slides including :
 - 1st = A Title slide having Introduction of yourself
 - 2nd = Type the course contents of "Computer Course" in separate text boxes
 - 3rd = Take the Excel sheet data and make a chart or graph of the data
 - Applied different slide transitions on each slide
 - Applied different animations on each object of the slides
 - Link the word document you just created in the presentation to open during presentation
- Save all documents into one folder in drive E: using naming protocol:
yourname_assessment title.
- Email the complete Folder having all documents to your Assessor
- Print a hard copy of each.

DECISION MAKING

Decision is a choice made between alternative courses of action in a situation of uncertainty.

Decision making can be regarded as the mental process resulting in the selection of a course of action among several alternative scenarios. Every decision making process produces a final choice. The output can be an action or an opinion of choice.

Decision Making Process:

Following 8 steps will add structure and simplicity to the Decision making process.

1. **Recognize and identify the problem:** Decisions are response to situations or problems that need addressing. Therefore it is important to have a clear definition of what needs addressing before attempting to go further in the decision making process.
2. **Consider the nature of the problem that you are trying to resolve:** What is the type issue, problem, or situation you need to address? Is it problematic in terms of creating an awkward situation between individuals, is it needed to change direction of a business? Why does the problem need a decision? What are the results you are hoping to achieve by this decision?
3. **Analyze or research the problem:** it is important to gather all the information involved in the problem or question, so that informed choices can be made.
4. **Develop a list of possible solution:** List the possible decisions that could be made, and what their consequences would be.
5. **Select the best alternative:** Look at the list drawn up in point 4 and choose the best solution for the situation.
6. **Execute the best choice:** Sometimes the hardest part of making a decision is taking action. The best decisions are ones that deliver strong action.
7. **Follow Up and communication:** A good decision needs to be followed throughout its process and constant communication made with those involved.
8. **Feedback:** This determines the overall success of and reaction to the decision.

زندگی کی اصل خوبصورتی یہ نہیں کہ آپ کتنے خوش ہیں

بلکہ زندگی کی اصل خوبصورتی یہ ہے کہ دوسرے آپ سے کتنے خوش ہیں۔

”اگر ہم اس عظیم سلطنت پاکستان کو خوشی اور خوشحال بنانا چاہتے ہیں تو ہمیں اپنی پوری توجہ لوگوں اور بالخصوص شہریہ طبقے کی صلاح و بہبود پر مرکوز کرنی پڑے گی۔“
(خطبہ صدارت دستور سنہ ۱۹۷۳ء)

قومی ترانہ

یاک مرزین شاد باد کشور حسین شاد باد
تو تکان عزم عالیہ تان ارش پاکستان
مرکزین شاد باد
یاک مرزین کاظم قوت اثرت عوام
قوم، ملک، سلطنت ہندہ تانہ باد
شہر ہا مشول مراد
پریم ستارہ ہوجاں رہبر ترقی و کمال
ترجمان ماضی شان جاں بان اسکیال
سایہ شاد کے ذوالجلال

مینار پاکستان



فیصل مسجد



Instructions:

1. Design the worksheet given below and Find Obtained Marks
2. Calculate Percentage, Total marks=550
3. Show the status as Pass or Fail of each student, where Pass \geq 50
4. Assign grades if students status is pass, as per the criteria given below:
 - a. A+ \geq 90 A \geq 80 B \geq 65 C \geq 50 and F below 50
5. Give Remarks according to grades of each students as follows
 - a. A+ = Excellent, A = Very Good, B = Good, C = Average
6. Draw a line graph of column Student Vs English
7. Show Students names who got maximum and minimum marks at bottom in Royal Blue and Red Colors respectively

RESULT SHEET													
R. No.	Student Name	Maths				Stats	English	Pak Studies	Obtained Marks	%age	Status	Grade	Remarks
		A	B	A	B								
		100	100	100	100	100							
1	Hashir	85	88	85	90	91	46	485	88.18	Pass	B	Very Good	
2	Abdullah	66	70	72	75	78	42						
3	Shahbaz	45	46	44	48	62	26						
4	Zeshan	75	78	73	74	72	36						
5	Shahzaib	62	56	60	58	60	32						
6	Rafay	35	36	25	28	36	28						
7	Husnain	70	68	67	68	69	36						
8	Akram	55	54	52	48	59	37						
9	Kashif	90	96	96	95	94	50						
10	Tahir	78	86	85	78	82	46						

Student Name got Max. Marks
Student Name got Min. Marks

