Example question

The purpose of this page is to set out specifications for example tests and tasks for INGOT units. All questions should target specific criteria and it should be possible to use the outcomes of the test as evidence that the candidate can meet the criteria (or otherwise). Over all, the learning outcomes should be secure and this will probably need a range of questions and/or tasks to cover a representative sample. For those using controlled tests and tasks, the assessor should be confident that there is evidence that the candidate has provided evidence against the criteria in the working context so that the test is a verification of demonstrated competence in real situations. Tests should cover a minimum of two thirds of the criteria in any particular unit.

Task 1

(criteria ref theingots.org/community/sil2u7x#1.1 [1])

A company has offices in cities in different parts of the world. The company wants to provide a document with information about the offices and where they are sited. Identify 5 types of information that will be needed for this document.

(text describing the office location in the city, maps indicating the location, pictures of the office, pictures from around the city, numbers and statistics related to the business in each location - any 5 similar items. Minimum for text and pictures mentioned)

Task 2

(criteria ref

theingots.org/community/sil2u7x#1.2 [2]; theingots.org/community/sil2u7x#1.7 [3]; theingots.org/community/sil2u7x#2.1 [4]theingots.org/community/sil2u7x#2.2 [5]; theingots.org/community/sil2u7x#2.4 [6];)

Create and save a document template with the following attributes.

A4 Portrait page with 1 cm margins

A style called Document Heading based on the default style using a Bold type face at 14pt and centred

Enter the words "This is My Heading" at the top of the page and apply the style

Save the document template under your name and Task 1. eg Jim Smith Task 1

Task 3

?(criteria ref

theingots.org/community/sil2u7x#1.5 [7]; theingots.org/community/sil2u7x#2.3 [8];

In a blank document set up a table with 4 columns and 5 rows.

(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){ (i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o), m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m) })(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');

Example question

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Provide an outline border 2-3 pts thick with all other lines 1 pt thick as above. (1 mark)

North	South	East	West
Moscow	Sydney	Tokyo	Los Angeles
Oslo	Hobart	Hong Kong	Seattle
Helsinki	Perth	Singapore	San Diego
Glasgow	Victoria	Bangkok	San Francisco

Centre the table and type North, South, East and West in the top row in a 12 pt, italic, bold, font and centre these words as column headings.

In the North column type Moscow, Oslo, Helsinki and Glasgow. In the South Column type Sydney, Hobart, Perth and Victoria. In the East column type Tokyo, Hong Kong, Singapore and Bangkok. In the West column type Los Angeles, Seattle, San Diego and San Francisco. Use a 12 pt font and adjust the column width of the table to fit the longest word as in the example above. Ensure all words are aligned to the left of the cell in which they are situated.

Save the file under your name and Task 2 eg Jane Smith Task 2

Task 4

(Criteria ref: theingots.org/community/sil2u7x#1.4 [9]; theingots.org/community/sil2u7x#1.6 [10]; theingots.org/community/sil2u7x#3.1 [11]; theingots.org/community/sil2u7x#3.2; theingots.org/community/sil2u7x#1.4;)

?Open the document called "Merge". Choose a suitable template to present the text in the file called "text" with the picture in the file called "picture" in your Merge document. Format the text into numbered paragraphs and position the picture so that the meaning of the information is clear and attractively presented.

?Task 5

(Criteria ref: /community/sil2u7x#3.4 [12]; theingots.org/community/sil2u7x#3.5 [13]; theingots.org/community/sil2u7x#3.6 [14];)

Open the document called "Draft". Describe 3 quality problems associated with this document. Correct these problems using appropriate IT tools.

(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){ (i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o), m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m) })(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');

Example question
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Further resources [15]

Source URL: https://theingots.org/community/Tests_and_tasks#comment-0

Links
[1] http://theingots.org/community/sil2u7x#1.1
[2] http://theingots.org/community/sil2u7x#1.2
[3] http://theingots.org/community/sil2u7x#1.7
[4] http://theingots.org/community/sil2u7x#2.1
[5] http://theingots.org/community/sil2u7x#2.2
[6] http://theingots.org/community/sil2u7x#2.4
[7] http://theingots.org/community/sil2u7x#1.5
[8] http://theingots.org/community/sil2u7x#2.3
[9] http://theingots.org/community/sil2u7x#1.4
[10] http://theingots.org/community/sil2u7x#1.6
[11] http://theingots.org/community/sil2u7x#3.1
[12] https://theingots.org/community/sil2u7x#3.4
[13] http://theingots.org/community/sil2u7x#3.5
[14] http://theingots.org/community/sil2u7x#3.6
[15] https://theingots.org/community/questions

(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){ (i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o), m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m) })(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');