**Student RPL Written Assessment (Theory Quiz)**

**2UAP Final Quiz**

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| --- | --- |
| **Business Unit/Work Group** | Library Studies |
| **Qualification Code** | National Code: BSB42115TAFE SA Code: TP00894 | **Qualification Title:** | Certificate IV Library and Information Services |
| **Unit Code:** | ICTICT203 | **Unit Title:** | Operate application software packages |
| **RPL Assessment Task Title** | Final Knowledge Quiz |
| **Assessor Name:** | Please email your completed RPL Final Quiz to Georgie Reade (Georgina.Reade@tafesa.edu.au) |
| **Date:** | 2019 Academic Year |

**Student RPL guide for practical assessment**

|  |  |
| --- | --- |
| **Overview of RPL Assessment** | This assessment will require you to answer several multiple-choice questions.In this assessment you will demonstrate the following:* Identifying appropriate software for the task
* Identifying common features of software
 |
| **Task/s to be assessed** | This is an online quiz comprising of multiple-choice questions. |
| **Due date:** | You would have received an email from your TAFE SA RPL Coordinator or Lecturer outlining the due date for your assessment. |
| **Location:** | You can complete this assessment anywhere. |
| **Decision making rules:** | To receive a satisfactory outcome for this assessment you must complete all questions correctly (100%). |
| **Assessment conditions:** | You may refer to Microsoft online help. |
| **Resources required:** | A computer installed with Microsoft Word 2016. |
| **Results/re-submission:** | You have 2 attempts to complete this assessment. After your first attempt you will be given one more opportunity to rectify your work and resubmit. |
| **Submission:** | Please email your Final Knowledge Quiz directly to Georgie Reade, RPL Coordinator/Assessor for TAFE SA Library Studies at Georgina.Reade@tafesa.edu.au  |

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# **Question 1**

**Identify 3 Output devices from the list**

*Select one or more:*

|  |
| --- |
|[ ]  Monitor |
|[ ]  Headphones |
|[ ]  Keyboard |
|[ ]  Printer |
|[ ]  Mouse |

# **Question 2**

**Identify 3 Input devices from the list**

*Select one or more:*

|  |
| --- |
|[ ]  Keyboard |
|[ ]  Speakers |
|[ ]  Mouse |
|[ ]  Headphones |
|[ ]  Microphone |

# **Question 3**

**Match the following features with the best use of the application package.**

*Select from the drop down list:*

|  |  |
| --- | --- |
| Create presentation slide show | ***Answer 1*** |
| Create and use databases | ***Answer 2*** |
| Create documents, brochures, letters with Mail Merge for example | ***Answer 3*** |
| Used for calculations, for example calculating wages, sales tallies | ***Answer 4*** |

# **Question 4**

**What does a red line under text in Word indicate?**

*Select one:*

|  |
| --- |
|[ ]  A grammar error |
|[ ]  It’s underlined text |
|[ ]  A spelling error |

# **Question 5**

**A green line under text in Word means to check the grammar**

*Select one:*

|  |
| --- |
|[ ]  True |
|[ ]  False |

# **Question 6**

**The Tell Me Feature can tell me how to perform actions in Microsoft Applications**

*Select one:*

|  |
| --- |
|[ ]  True |
|[ ]  False |

# **Question 7**

**Which software application would be best to use to create a report?**

*Select one:*

|  |
| --- |
|[ ]  Power Point |
|[ ]  Excel |
|[ ]  Word |
|[ ]  Access |

# **Question 8**

**Match the following features with the best use of the application package.**

*Select from the drop down list:*

|  |  |
| --- | --- |
| SUM Function | ***Answer 1*** |
| Mail Merge | ***Answer 2*** |
| Absolute and relative referencing | ***Answer 3*** |
| Table of Contents | ***Answer 4*** |

# **Question 9**

**Match what is an import and export function**

*Select from the drop down list:*

|  |  |
| --- | --- |
| In Word – Using a database of customer names and addresses in Access to complete a Mail Merge | ***Answer 1*** |
| Creating a PDF from Word | ***Answer 2*** |
| In Excel - Using a table in Access to create data in a spreadsheet | ***Answer 3*** |

# **Question 10**

**I can link a Word document and an Excel document by …**

*Select from the drop down list:*

|  |  |
| --- | --- |
| Click on the File Menu then choose link | ***Answer 1*** |
| Ctrl+c then Ctrl+v | **Answer 2** |
| Using the Paste as feature then choosing link | ***Answer 3*** |