**Student RPL Assessment (Practical Test)**

**Microsoft Word 2016**

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| **Business Unit/Work Group** | Library Studies | | |
| **Qualification Code** | National Code: BSB42115  TAFE SA Code: TP00894 | **Qualification Title:** | Certificate IV Library and Information Services |
| **Unit Code:** | ICTICT203 | **Unit Title:** | Operate application software packages |
| **RPL Assessment Task Title** | 2UAP Word Assessment | | |
| **Assessor Name:** | Georgie Reade ([Georgina.Reade@tafesa.edu.au](mailto:Georgina.Reade@tafesa.edu.au)) | | |
| **Date:** | 2019 Academic Year | | |

**Student RPL guide for practical assessment**

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| **Overview of RPL Assessment** | This assessment will require you to create several Microsoft Word documents following the directions within the 2UAP Word Assessment instructions.  In this assessment you will demonstrate the following:   * Using Word to create multiple workplace documents |
| **Task/s to be assessed** | * 2UAP\_iREAD\_Report * iREAD\_Opening\_Night Letter one in .dotx and another in .docx * 2UAP\_iREAD\_Brochure |
| **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. |
| **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 RPL submission including all required attachments directly to Georgie Reade, RPL Coordinator/Assessor for TAFE SA Library Studies at [Georgina.Reade@tafesa.edu.au](mailto:Georgina.Reade@tafesa.edu.au) |

**Recognition of Prior Learning (RPL)**

**2UAP Word Assessment 2016**

1. Using the 2UAP iREAD\_Style\_Guide\_for\_Letters as guidance, supplied in your 2UAP Word Assessment student files, type up the Managers Draft to create the letter.

Save the document as a template (.dotx) in a folder named “Word\_Assessment” and call the document “iREAD\_Opening\_Night”, close the document.

In the folder “Word\_Assessment” make sure you have the iREAD Customer Database

Using the iREAD Customer Database as the data source, open iREAD\_Opening\_Night.dotx and complete the Mail Merge, preview, save as iREAD\_Opening\_Night.docx and close the document. Make sure you now have two documents one iREAD\_Opening\_Night.dotx and iREAD\_Opening\_Night.docx.

1. Create a new document and save it as 2UAP\_iREAD\_Report into your “Word Assessment” folder.
   1. Page 1
      1. Title 2UAP iREAD Book Shop Report (Centred, Times New Roman, 18 Font)
      2. 2UAP iREAD logo centred under Title
      3. Place a next page Section break after the logo
   2. Page 2
   3. Go to the second page and type “Table of Contents”, left aligned, Times New Roman, 16 Font, bold
   4. Press enter 3 times and add a next page break
2. Page 3
   1. Create a Style named “iREAD Heading” and modify as follows;
      1. Based on Normal
      2. Font – Bookman Old Style
      3. Font Size – 12, Bold

3.2 Type the Heading “Opening Night Sales” (Left Aligned)

* + 1. Apply the Style iREAD Heading to the Title
  1. Create a Style named “iREAD SubHeading” and modify as follows;
     1. Based on iREAD Heading
     2. Font Size 11, not bold
     3. Indentation Left 1.27
  2. Under the Heading type the next two Sub Headings
     1. Children’s Books
     2. 3.4.2 Other Titles
     3. Then Apply the Style iREAD SubHeading to both
  3. Press enter and on the line under the Sub Heading “Other Titles” insert a next page break (make sure this is a section break)

1. Page 4
   1. Add the Title “New Book List” and Apply the iREAD Heading Style
2. Page 2
   1. On the next line under Table of Contents insert a Custom Table of Contents
   2. Under Options – Remove 1,2,3 from the default Heading Styles
   3. Add number 1 to iREAD Heading and number 2 to iREAD SubHeading
   4. Click OK and OK to insert the Table of Contents (Note: Please ensure that a next page break is inserted underneath the Table of Contents (make sure this is a section break)
3. Add a Footer – Grid Style is in drop down list to give the page number format required
4. From page 2, while in the footer turn off “Link to Previous”
5. Delete the page numbering from the footer of page 1
6. In the left side of the footer on page 2 add your name and student ID using the \_ instead of a space.
7. Add a Header and add the iREAD Logo to the top right of all pages except the first page.
8. Save the document and close, compare to example finished product
9. Create a new document in your Word Assessment folder and name it 2UAP\_iREAD\_Brochure – Using the information in the body of the iREAD\_Opening\_Night letter, create an A4 brochure that is colourful, appealing and suitable to promote the opening night as a handout brochure, you could design it anyway you like, it could be just A4, or two fold or 3 fold (perhaps use Word Help to learn how) but make sure it has all the information, colour and appeal needed to be acceptable. (Note: You can use a brochure template from online templates in Word)
10. Zip the Excel Assessment folder and rename it to your student ID and email to Georgie Reade ([Georgina.Reade@tafesa.edu.au](mailto:Georgina.Reade@tafesa.edu.au)).

\*\*\* END OF ASSESSMENT \*\*\*