Business and Computing

GLENIFFER HIGH SCHOOL

Name .....

ADMINISTRATION AND IT

NATIONAL 5

Achievement Logbook

Acceptance - Ambition - Nurture - Respect - Trust

Learning today for a better tomorrow

Theory

		Green	Amber	Red
Administration Theory in the Workplace	Tasks and Duties of Administrators			
	Skills and Qualities of Administrators			
Customer Service	Key Features of Good Customer Service			
	Benefits of Good Customer Service			
	Consequences of Poor Customer Service			
Health and Safety	**Features of Current Legislation (Employer and Employee Responsibilities):**			
	Health and Safety at Work Act 1974			
	Health and Safety (Display Screen Regulations) 1992			
	Health and Safety (First Aid) 1982			
	Fire Precautions (Places of Work) Regulations 1985			
Security of People, Property and Information	**Organisational Responsibilities in Terms of Security of:**			
	People			
	Property			
	Information			
	Features of Current Legislation:			
	Data Protection			
	Computer Misuse Act 1990			
	General Data Protection Regulation (GDPR)			
	Copyright, Designs and Patents Act 1988			
Sources of Information from Internet	Features of Reliable Sources of Internet Information			
	Benefits of Using Reliable Internet Sources of Information			
	Consequences of Using Unreliable Internet Sources of Information			
File Management	Features of File Management			
	Benefits of Good File Management			
	Consequences of Poor File Management			
Corporate Image	Features of Corporate Image			
	Benefits of Having a Corporate Image			
	Consequences of No/Negative Corporate Image			
Electronic Communication	Methods			
	Features			
	Uses			
	Benefits			

Practical

Word-Processing or Desktop Publisher (Assignment Only)

Creating and Editing using house styles and templates	Green	Amber	Red
Letters			
Business Reports			
Forms			
Minutes			
Agendas			
Itineraries			
Posters			
Booklets			
Newsletters			
Name Badges			
Skills			
Text Formatting			
Page Formatting			
Using Templates			
Select and change font and font size			
Set and change margins and line spacing			
Insert, delete and move text			
Find and replace text			
Cut and/or copy and paste			
Carry out manuscript corrections			
Enhance text (bold, underline and italics)			
Align text			
Insert graphics			
Bullets and numbering			
Insert headers and footers			
Border and shading			
Page numbering			
Creating and enhancing a table			
Insert, delete or amend data			
Add or delete rows and columns			
Border and shading			
Merge cells			
Alignment of data			
Formulae (SUM only)			
Sort data on one or two columns			
Importing data from other applications			
Chart or data from a spreadsheet			
Data from a database file			
Data from a word-processing or DTP file			
Information from the internet			

Merging appropriate data (Mail Merge)			
Labels			
Letters			
Reports			
Name Badges			
Forms			
Certificates			
Using Comments			
Add			
Action			
Delete			
Printing Documents			
Different layouts (A5 and A4)			
Document showing merge fields			
Specific pages			

Spreadsheets (Exam Only)

Creating, editing and formatting	Green	Amber	Red
Inserting and deleting rows and columns			
Hiding rows and columns			
Alignment of data and text direction			
Different fonts, styles and sizes			
Currency, number, percentage to specified decimal places			
Date format			
Borders and Shading			
Applying functions and formulae			
+ - / *			
SUM			
Average			
Minimum			
Maximum			
Count and CountA			
IF			
Link cells within worksheets			
Use named cells			
Relative and absolute cell references			
Sort data vertically on one or two columns			
Using comments			
Add			
Action			
Delete			
Creating a simple chart from a specified range			
Pie chart			
Bar or column chart			
Line graph			
Labelling charts meaningfully			
Chart title			
Axis labels			
Data labels			
Legend			
Printing Worksheets			
Showing value view			
Showing formulae view			
With and without gridlines			
With and without row and column headings			
Portrait and landscape orientation			
With headers and footers			
To fit on one page			
Embedded chart in worksheet or on new worksheet			
Printing chart with identifiable labels by colour or patterns			

Databases (Exam Only)

Creating Forms:	Green	Amber	R
Using selected fields from one or both tables, or a search			
With a header and/or footer using text and/or graphics			
Creating Reports:			
Using selected fields from one or both tables, or a search			
With a header and/or footer using text and/or graphics			
Creating Labels:			
From a table or search			
With header and/or footer			
Editing a Relational Database:			
Inputting and editing data in tables or making using of forms			
Altering date format and decimal places			
Adding and deleting field(s) and record(s)			
Creating Queries:			
Equals			
Greater than			
Less than			
Greater than or equal to			
Less than or equal to			
Or			
Not			
Sorting information on one or two fields			
Printing:			
Tables (includes query results in a table)			
Forms			
Reports			
Labels			

PowerPoint (Assignment Only)

Create and Edit	Green	Amber	Red
Insert, delete and edit text			
Format text			
Insert and delete graphics			
Bullets and Numbers			
Charts and Tables			
Add and delete a slide			
Animations			
Import data			
Change slide layout			
Apply slide transitions			
Change slide order			
Change background and design templates			
Insert footer on slides and handout			
Action buttons			
Page numbers			
Automatic date			
Slide master			
Printing (slides and handouts)			

Electronic Communication (Assignment Only)

Searching and extracting	Green	Amber	Red
Using search engines			
Navigating hyperlinks			
Copying information into word/DTP			
Favourites and bookmarks			
Printing and extracting information			
E-mail			
Composing e-mail			
Using address book			
Marking urgent			
Using CC and BCC			
Using reply			
Using forward			
Adding attachments			
Creating signature			
E-dairy			
Schedule appointment			
Set Reminders			
Print (daily, weekly and monthly views)			
Schedule recurring appointments			
Accessing other users calendars			
Schedule tasks			

Command Words

	Comments	Green	Amber	Red
State				
Suggest				
Outline				
Describe				
Explain				
Discuss				
Compare				
Justify				
Implications				
Consequences				