

Instructions to the student:

- To achieve competency in this unit you are required to accurately complete a number of tasks which may form part of an individual project.
- This practical and written assessment will be conducted in a quiet environment – there will be no talking among participants
- Ensure you read all the questions carefully and attempt all questions.
- Time Allocated to complete this assessment task is One and a half (1.5) hours
- *If you have a language difficulty or require help in understanding the wording of any questions, please speak to the teacher during the session.*

Assessment task: Part 1

IDENTIFY DEVELOPED KEYBOARD SKILLS

1. Identify and correctly touch type the following, repeat each line twice:

a) Characters

aaa ;;; sss ll kk ddd ff jjj lll ggg dd aa ;;; hh dd ff sss aa fff kk lll ddd ;;

b) Short words – *one space between each word*

all fall falls; a add adds; lads fall a lad asks; alas a lad falls; eel deal dell deaf
jet hate kate state fast last one core tore cook took hock fool soon truck desk deed

c) Short sentences – *two Tab spaces between each sentence*

I hired the net. She sailed on the yacht. I sat on the tin.
I ate a big lunch. Bessy went to the gym. He forgot his tea.
She had a pea in her pocket She did not like the apple.
I told my aunt the story We dined in the den

2. Include your name and date at the end of the typed work, print the document and attach to the question paper.
3. Which *numbers* and *symbols* can you type using the Home Keys fingers?

Key Number Symbol Key Number Symbol

A			;		
S			L		
D			K		
F			J		

Assessment task: Part 2A**PROOFREADING & EDITING****Read & Proof**

1. Proofread the following short piece of history, and mark all errors for correction. Ensure that line spacing and paragraph breaks are shown, include punctuation symbols and spaces you feel are appropriate.

THE GREAT SOUTH LAND

It was known that there was a great south land. voyagers in ships reported sightings but it was captain james cook who landed at botany bay on 28 april 1770 and in a ceremony on Possession island on 21 august 1770 clamed the east coast for King George III of England. It was named NSW.

In 1786 the Prime Minister, William Pitt, announced that a penal colony was to be established at botany Bay. the first fleet of 11 convict ships left on 13 May 1787 and the first ship entered Botany Bay on January 18 1788 following shortly after by the main fleet.

It decided was not to stay at Botany Bay and the fleet sailed on to Port Jackson - known today as Sydney Harbour. On 26 January 1788 the

British flag was unfurled and settlement of Australia began. During 1832, immigration to Australia was introduced to open up the land and relieve the labour shortage. The transportation of convicts was attracting criticism in England and the colonies and the transportation of convicts ceased in 1868. Transportation of convicts lasted 80 years during which time a total of 157,000 convicts were sent to Australia.

KEY IN BY TOUCH ACCURATELY**Key In**

2. Before you begin the next step record your start time.
 - a) Open a blank MS Word document on your computer, Touch Type the history piece with your corrections and ensure that it is presented in a suitable easy to read layout. (ie, font size)

b) Include your name and date at the end of the document.

Record Start time: _____ Record Finish time: _____

3. Save the document to your folder in the hard drive, name it **HistoryNSW**

4. Print the document and compare it to the proofed history piece.

5. Did you type the history piece with the corrections, as was intended?

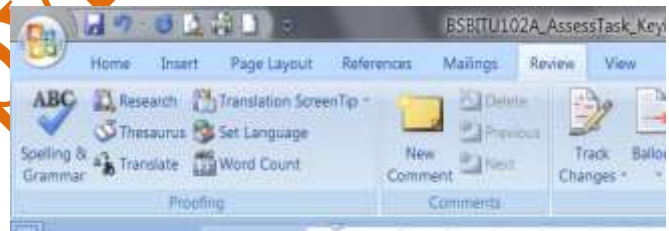
Yes No

6. If your answer is No, explain what needs to be done to correct it, and mark the errors on your **HistoryNSW** document.

7. Attach the document to the question paper for final evaluation.

8. Return to the document on your computer, select the text of the history piece that you have typed. **DO NOT include your name and date.**

9. From the REVIEW tab on the ribbon of your application, select **Word Count** from the Proofing group.



10. Write down the number of characters (with spaces) _____
and the number of words in the selected text piece _____

Assessment task: Part 2B

The final section involves a **Touch Typing Accuracy and Speed Test.**

- You will be given a document to copy.
- You must demonstrate 'Safe Work Practices' during your touch typing test.
- The test will be a: **five (5) minute** timed test.
- You will be assessed primarily on your **Accuracy** level, and secondly on your **Speed**.
- You must achieve a minimum of 98% accuracy to show competency in this assessment.
- This task will determine your **Accuracy** percentage and **Words Per Minute**.

- Check that you have attempted and/or completed all questions.
- Ensure that your name is written on the cover page and that you have signed-off on your completed work.
- Hand in your assignment paper to your tutor /assessor for final evaluation.

Thankyou

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