# Assignment Marking Criteria for Unit 04

Required competence:

## By the end of this unit the teacher should be able to: “Explain basic ICT concepts, use and demonstrate the use of software applications particularly the Word Processor.”

#### Assignment

Think of a handout that you can use in class. Take the time to develop the handout in the word processor. Make it look as professional as possible. Print out the document.

## Marking Criteria

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| --- | --- | --- | --- |
| **Is there evidence from the workshop activities that the participant …** | Not proficient (0) | Partially Proficient (1) | Proficient  (2) |
| Can do basic typing using a word processor. (At least 40 words) |  |  |  |
| Can format the document (Bold, Italic, Underline, bullets, margins, different styles etc.) |  |  |  |
| Can create a simple table |  |  |  |
| **Total out of 6** |  |  |  |
|  |  | | |