

## Task 1

Evidence required in task 9

### Task 9 (AO1)

*Evidence of good file management throughout the completion of the assignment.*

Level	Tick	Evidence provided	Location of Evidence
Pass		Screenshots showing folders created and files saved with suitable file names	
		Screenshot(s) of locating and opening files	
		Screenshot(s) showing shortcuts	
		Printouts/screenshots showing password setting	
		Screenshot showing password protection on file	
		Screenshot showing backup of files by copying to another location	
Merit		Screenshot showing subfolders	
		Screenshots showing location and opening of files from a range of sources	
		Screenshots showing work being backed up and restored from a removable medium	
		Screenshots showing deleting, copying and moving files and folders.	
Distinction		Screenshot showing operating system search facilities being used to locate and open files	
		Screenshot showing editing and deleting shortcuts	

## Task 2 (AO2)

*Use internet search engines to find out more about bouncy castle purchase and hire. Looking for prices for competitors hire businesses and purchase of equipment as well as rules for hire and pictures/information for use in later documents.*

Level	Tick	Evidence provided	Location of Evidence
Pass		Annotated screenshots of searches	
		List of website addresses for sites found	
Merit		Comments on trustworthiness of sources	
		Screenshots of bookmarks/favorites	
		Explanation of implications of copyright	
		Screenshots showing copied information with annotations to explain copyright compliance	
Distinction		Screenshots showing location of suitable evidence from local media (CD Rom etc)	
		Screenshots showing advanced search criteria (BOOLEAN, quotes, keywords)	
		Comments on validity of sources	
		Notes on dates of information	

### Task 3 (AO2)

*Enter into email correspondence with the owner of Bouncy Party and their business contacts. Use an email system to send and receive professional business correspondence.*

Level	Tick	Evidence provided	Location of Evidence
Pass		Printouts/screenshots of sent emails	
		Printouts/screenshots of received emails	
		Printouts/screenshots of replying to email	
		Printouts/screenshots of forwarding email	
		Screenshots of opening and saving an email attachment	
		Printouts/screenshots of an email sent to multiple recipients	
		Commentary/annotation on the risks of opening an email attachment	
Merit		Printouts/screenshots of email with multiple attachments	
		Printouts/screenshots showing appropriate subject and message text	
		Annotated printouts/screenshots showing use of and explanation of cc	
		Printouts/screenshots showing messages importance settings as high or low	
		Commentary/annotation on the risks of receiving and opening of an email attachment	
Distinction		Annotated printouts/screenshots showing a message sent to multiple recipients using cc and bcc appropriately, considering privacy	
		Annotated printouts/screenshots showing storage and retrieval of email addresses and details of contacts	
		Annotated printouts/screenshots of the creation and use of an email signature	
		Commentary/annotation suggesting actions that can be taken to reduce the risks when sending and receiving email attachments	

## Task 8 (AO3)

*Create a presentation to show to potential investors to convince them to give funding to the business.*

Level	Tick	Evidence provided	Location of Evidence
Pass		Printout of presentation including <ul style="list-style-type: none"> <li>• 3 slides</li> <li>• Text</li> <li>• Graphics</li> </ul>	
Merit		Printout of presentation in handout form, showing 4 slides	
		Screenshots showing slide transitions	
Distinction		Printout of presentation in handout form with speakers notes and 5 slides	
		Screenshots showing slide transitions and animations	

### Task 5 (AO4)

Create a variety of business documents for Bouncy Party showing development of a house style and understanding of professional business documents.

Level	Tick	Evidence provided	Location of Evidence
Pass		Printout of business letter	
		Printout of memo	
Merit		Printout of flyer	
Distinction		Printout/annotation showing field insertion for date and document information	
		Printout of mailmerge master document of the business letter and database fields	

### Task 7 (AO4)

Create a promotional brochure for the Bouncy Party company. Give details of the business and continue using your house style from task 5.

Level	Tick	Evidence provided	Location of Evidence
Pass		Printout of brochure showing <ul style="list-style-type: none"> <li>• Text</li> <li>• Graphics from 2 sources</li> <li>• House style</li> <li>• Formatting</li> </ul>	
Merit		Printout of brochure showing <ul style="list-style-type: none"> <li>• Table with prices</li> <li>• Map and directions</li> </ul>	
Distinction		Printout of brochure showing <ul style="list-style-type: none"> <li>• Graph from Excel</li> <li>• No errors</li> </ul>	

## Task 6 (AO5)

*Create and use a business spreadsheet for Bouncy Party tracking income expenditure of the company for the year to date.*

Level	Tick	Evidence provided	Location of Evidence
Pass		Printout of spreadsheet showing <ul style="list-style-type: none"> <li>• Titles</li> <li>• Row/column headings</li> <li>• Text and numeric data</li> <li>• Numerical formatting</li> <li>• Text formatting</li> <li>• Borders &amp; Shading</li> </ul>	
		Printout of spreadsheet showing formulae	
		Printout/screenshot showing correction	
		Printouts/screenshots showing password setting	
Merit		Printout/screenshot showing <ul style="list-style-type: none"> <li>• Addition of booking</li> <li>• Deletion of booking</li> <li>• Rows/Columns added for monthly calculations</li> <li>• Average calculations</li> <li>• Page numbers</li> <li>• Appropriate page orientation</li> </ul>	
		Printout of spreadsheet showing formulae	
Distinction		Printout of spreadsheet with headers and footers	
		Printout of spreadsheet showing formulae	

### Task 4 (AO6)

*Use a business database to enter, delete and amend customer details and produce queries and reports for the owners of Bouncy Party.*

Level	Tick	Evidence provided	Location of Evidence
Pass		Printouts/screenshots of added record	
		Printouts/screenshots of record deletion	
		Printouts/screenshots of amended record	
		Printouts/screenshots of Billericay query	
Merit		Printouts/screenshots of the Basildon query and sort	
		Printout of the Basildon report (as a list)	
Distinction		Printouts/screenshots of the weekend Billericay query, sorted	
		Printout of the weekend Billericay report (as a table)	