



Independent Schools
Examinations Board

ICT SKILLS ASSESSMENT

Candidate number:

School:

Please tick boxes to indicate a pass and retain this form for three years.

1. (a) Word processing	use the format painter <input type="checkbox"/>	replicate formulae <input type="checkbox"/>
open a new / existing document <input type="checkbox"/>	import images and/or clip art <input type="checkbox"/>	sort data (in one column only) <input type="checkbox"/>
save documents <input type="checkbox"/>	resize images <input type="checkbox"/>	change a cell font size, colour and type of text <input type="checkbox"/>
manipulate text <input type="checkbox"/>	wrap text round images <input type="checkbox"/>	align text in cells <input type="checkbox"/>
spell-check work <input type="checkbox"/>	create Word Art objects <input type="checkbox"/>	alter the row height and column width of cells <input type="checkbox"/>
change font size, type and colour <input type="checkbox"/>	1. (b) Presentation software	merge cells <input type="checkbox"/>
align text to the left, centre and right <input type="checkbox"/>	create a presentation <input type="checkbox"/>	copy / move cells <input type="checkbox"/>
change line and/or paragraph spacing <input type="checkbox"/>	add bullet points to a presentation <input type="checkbox"/>	set the border style of a cell or range of cells <input type="checkbox"/>
use tabulation <input type="checkbox"/>	add pictures to a presentation <input type="checkbox"/>	preview a spreadsheet <input type="checkbox"/>
add bullet points and/or single-level numbering <input type="checkbox"/>	add new slides to a presentation <input type="checkbox"/>	use landscape orientation <input type="checkbox"/>
insert page breaks <input type="checkbox"/>	2. Data handling	create a pie chart or bar chart <input type="checkbox"/>
add page numbers <input type="checkbox"/>	enter text, numbers and formulae into a cell <input type="checkbox"/>	put a title on a chart <input type="checkbox"/>
add headers and footers <input type="checkbox"/>	construct simple formulae <input type="checkbox"/>	add or remove a legend from a chart <input type="checkbox"/>
preview documents <input type="checkbox"/>	format cells as date and/or currency <input type="checkbox"/>	add data labels to a chart <input type="checkbox"/>
change document orientation <input type="checkbox"/>	edit and delete data <input type="checkbox"/>	3. Graphics

create images using basic shapes / colours	<input type="checkbox"/>	find local and external drives	<input type="checkbox"/>	check Internet history for sites visited	<input type="checkbox"/>
flip, rotate and stretch images	<input type="checkbox"/>	find any network drives	<input type="checkbox"/>	be familiar with copyright issues	<input type="checkbox"/>
convert images into different formats	<input type="checkbox"/>	find and select a printer	<input type="checkbox"/>	6. (b) Web-page design	
save images in different sizes	<input type="checkbox"/>	distinguish between a file and a folder	<input type="checkbox"/>	write html to put a title on a web-page browser	<input type="checkbox"/>
save images with different resolutions	<input type="checkbox"/>	view file details	<input type="checkbox"/>	write html to format fonts on a web page	<input type="checkbox"/>
manipulate images from a digital source	<input type="checkbox"/>	sort files in different orders	<input type="checkbox"/>	write html to add images to a web page	<input type="checkbox"/>
4. Programming control systems <i>(extension candidates only)</i>		navigate round a folder structure	<input type="checkbox"/>	write html to add hyperlinks	<input type="checkbox"/>
identify data input	<input type="checkbox"/>	create, rename and delete folders	<input type="checkbox"/>	choose font sizes, typefaces and colours	<input type="checkbox"/>
identify data output	<input type="checkbox"/>	view folder properties	<input type="checkbox"/>	position objects on a page	<input type="checkbox"/>
sequence events	<input type="checkbox"/>	move, copy and paste files and folders	<input type="checkbox"/>	ensure personal identity security on web pages	<input type="checkbox"/>
make control choices	<input type="checkbox"/>	compress (zip) folders	<input type="checkbox"/>	ensure web pages use appropriate language	<input type="checkbox"/>
repeat events	<input type="checkbox"/>	manage My Documents	<input type="checkbox"/>	6. (c) Email	
store data in a logical way	<input type="checkbox"/>	search for files using a simple criterion	<input type="checkbox"/>	read emails	<input type="checkbox"/>
program with structure	<input type="checkbox"/>	6. (a) Internet search		forward emails	<input type="checkbox"/>
5. Basic computer use		perform a simple search on the Internet	<input type="checkbox"/>	send emails to more than one person	<input type="checkbox"/>
log on to a network	<input type="checkbox"/>	search for a string on the Internet	<input type="checkbox"/>	reply to emails	<input type="checkbox"/>
change a password	<input type="checkbox"/>	find, copy and save an image off the Internet	<input type="checkbox"/>	send attachments	<input type="checkbox"/>
navigate round the desktop	<input type="checkbox"/>	navigate to a given URL	<input type="checkbox"/>	manage emails	<input type="checkbox"/>
Name of examiner				Date	