

TLM

Essential Digital Skills

Entry Level



Practical Assessment 1 – Creating and editing*

*This is a sample assessment. Marking for this assessment does not reflect the marks within the official Practical Assessment which is issued to registered learners. *

Information

The time to complete this assessment is 1 hour.

The total marks available for this assessment is 34.

Instructions

Read the scenario and complete all tasks without anyone's help.

When you see this symbol



write your answers in the relevant section of the Answer sheet provided.

When you see this symbol



show your assessor your work. Your assessor will observe you as you go through the tasks.

Scenario

You enjoy listening to music and watching TV on your digital devices.

1. You will do online research to find out about different music streaming providers.
2. You will format and save your findings to a word-processing document.
3. Lastly, you will compare the TV streaming services to advise your friend.



Task 1: Online searching and working with a document (22 marks)

On your device (*desktop, laptop, tablet, or smart-phone*) **create a new folder** named "**MUSIC**".

Create a word-processing document in the "**MUSIC**" folder and name the document "**Streaming**".



Then:

On your device **use a search engine to**

1. **find** the name of a music streaming service provider.
2. **go to the website** of the music streaming service provider and **find the cost** of subscribing to the streaming service (it may be per month or per year).
3. **check that the website** is safe to use.
4. **save all the information** you find to the "streaming" document.

In the document:

format it as follows:



	Format
a.	Type the name of the music streaming service you found.

b.	Centre-align information and put it in bold.
c.	Type the cost of subscription next to the name of the music streaming service and put it in italics.
d.	Type one sentence below the information you found to explain how you made sure the website you visited was safe.
e.	Type another sentence to explain the risks to the computer if unsafe websites are used.
f.	Use font Tahoma, size 14 in your sentences.

Task 2: Online searching and writing an email (12 marks)

Your friend wants to start using a TV streaming services and you will help them decide. Do the following online research on your device:

- find the top 3** most popular (the most used) TV streaming services in the UK
- go to the website** of the most popular TV streaming service provider and **find the cost** of subscribing to the streaming service (it may be per month or per year).
- save the link** to that website.

Write and send an email to your friend to tell them about your findings.

Remember to include:

	Email content
a.	Recipient's address (<i>email@email.com</i>)
b.	Subject line
c.	Greeting



d.	Name of the TV streaming service provider
e.	The subscription cost
f.	The hyperlink to the TV streaming service provider's website
g.	Closing