



Task-based Activity Cover Sheet

Task Title: Create a report

<b>Learner Name:</b>	
<b>Date Started:</b>	<b>Date Completed:</b>
<b>Successful Completion:</b> Yes___ No___	
<b>Goal Path:</b> Employment ✓ Apprenticeship___ Secondary School ✓ Post-Secondary ✓ Independence ___	
<b>Task Description:</b> Create a report using a variety of formatting options, such as inserting a table and graph	
<b>Competency:</b> D: Use Digital Technology	<b>Task Group(s):</b> D3
<b>Level Indicators:</b> D.3: Experiment and problem-solve to perform multi-step digital tasks	
<b>Performance Descriptors:</b> see chart <a href="#">or click here</a>	
<b>Skill Building Activities:</b> see the last page <a href="#">or click here</a>	
<b>Materials Required:</b> <ul style="list-style-type: none"><li>• Computer with word processing software</li><li>• Electronic copies of Part1, Part2, Part3, Part4 found at the end of this Task Set to keep separate layouts</li><li>• Copy of student handout</li></ul>	
<b>ESKARGO:</b> <ul style="list-style-type: none"><li>• Manages unfamiliar elements (vocabulary, context, topic) to complete tasks</li><li>• Makes inferences to interpret icons and text</li><li>• Selects appropriate software when required by the task</li><li>• Experiments and problem-solves to achieve desired results</li><li>• Uses research task pane to locate information</li><li>• Inserts citations</li><li>• Adds bibliography</li><li>• Changes margin settings and line spacing</li><li>• Inserts header and/or footer</li><li>• Inserts footnotes; numbers pages</li><li>• Creates and inserts tables, graphs and charts</li><li>• Creates table of contents</li></ul>	



- Uses design options to create cover page

**Attitudes:**

Practitioner,

We encourage you to talk with the learner about attitudes required to complete this task set. The context of the task has to be considered when identifying attitudes. With your learner, please check one of the following:

- Attitude is not important       Attitude is somewhat important       Attitude is very important



**Task Title:** Create a report

Reports are written by students at school and employees in certain workplaces. More often, collaboration occurs and reports are written as a team and ‘put together’ by a single person. The last person formats the report in the style expected by either the employer or the instructor.

Look at the documents: Part 1, Part 2, Part 3 and Part 4.

**Learner Information and Tasks:**

**Task 1:** Cut and Paste Part 1, Part 2, Part 3 and Part 4 into one word document.

**Task 2:** Format the font of the entire report as 12 pt Times New Roman (TNR)

**Task 3:** Create a **cover page** for the report.

- The *title* of the report is **Gold**, 14 pt TNR
- The *sub-title* is **Past, Present & Future**
- For *name* include the other authors of the paper as well as yourself

**Task 4:** Change the variety of bullets throughout all sections to the same, professional style.

**Task 5:** Change the margins to 1-inch for *top/bottom/right/left* throughout your paper.



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**Task 6:** Create and insert below the current data a pie chart graph using the data, 2012 Top Gold Producing Countries found originally in Part 4. Add a grouping in of “Other Countries 33.4%”

- Delete the original data once the circle graph is created

**Task 7:** Create a table for the data, Valuation and Production of Gold over the past 100 years found originally in Part 3. Use the following information to format your table:

- The title of the table is located above the table and starts with the format:  
**Table 1: Valuation and Production of Gold over the Past 100 Years**
- Data in the table is left aligned
- Adjust column size to fit your data
- Delete the ‘rough’ data once the table is complete



**Task Title:** Create a report

**Answer Key**

Use the following checklist to ensure that the student completed the task

**Task 1: Cut and Paste**

- All Parts are in the report document
- The Parts are in the correct order

**Task 2: Format the font**

- The font for the report is Times New Roman (TNR)
- All of the font is 12 pt except the Title on the Cover Page

**Task 3: MLA cover page**

- The name of your school/learning centre is centred, at the top of the page in 12 pt TNR font.
- The title, Gold, is down one-third of the page in **14 pt** TNR font and centred
- The subtitle, Past, Present & Future, is in 12 pt font, beneath the main title and centred
- The student's name, including the additional authors is located near the bottom of the title page, centred, 12 pt, TNR font
- The course name and number follow the authors, double spaced, 12 pt TNR font
- instructor name follow course name, 12 pt TNR font, double spaced
- The paper's due date is beneath the instructor name, in 12 pt TNR font, centred



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### Task 4: Bullets

- Bullet choice is professional
- The Happy Face and Heart bullets have been replaced
- Bullets use the same consistent style throughout

### Task 5: Margins

- Margins are 1-inch from *top/bottom/right/left* throughout paper

### Task 6: Pie Chart

- Graph has a title that is 12 pt TNR font, bold and centered over the graph
- There is a black border around the graph
- The legend is labelled in 12 pt TNR font
- Ensure pie pieces look like the proper size and there is data for 10 countries
- Ensure original data is deleted from the report
- Ensure Source: <http://goldinvestingnews.com/36495/2012-top-gold-producing-countries.html> is located beneath the graph



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### Task 7: **Table** Valuation and Production of Gold over the past 100 years

- The title of the table is located above the table, left aligned, with the format:  
**Table 1:** Valuation and production of gold over the past 100 years
- The name of the table has a capital at the beginning and all other words, except proper nouns, are lower case.
- Headings for the columns are 12 pt font and centred above each column
- Data in the table is left aligned
- Column size is adjusted to fit data
- Data is referenced, below the table with the format Source:  
<http://www.numbersleuth.org/worlds-gold/>
- 'rough' data is deleted



**Task Title:** Create a report

Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
D.3	<ul style="list-style-type: none"><li>experiments and problem-solves to achieve the desired results</li></ul>			
	<ul style="list-style-type: none"><li>manages unfamiliar elements (e.g. vocabulary, context, topic) to complete tasks</li></ul>			
	<ul style="list-style-type: none"><li>makes inferences to interpret icons and text</li></ul>			
	<ul style="list-style-type: none"><li>selects appropriate software when required by the task</li></ul>			

**This task:** was successfully completed\_\_\_\_ needs to be tried again\_\_\_\_

<b>Learner Comments</b>

\_\_\_\_\_  
**Instructor (print)**

\_\_\_\_\_  
**Learner Signature**





## Part 1:

### What is Gold?

The name *gold* comes from the Old English word *Gelo*, meaning yellow. Gold has the symbol *Au* on the periodic table and the symbol, *Au*, comes from the Latin *aurum*, which means “shining dawn”(Source). Gold is a metallic element. It is a metal since it a solid material that is hard, shiny, malleable, fusible, and ductile, with good electrical and thermal conductivity. It is an element since it is one of the more than a hundred substances that cannot be chemically broken down into simpler substances (Source). Elements are the building blocks of all of the matter found in our world. Gold is also one of the so-called precious metals, along with silver and platinum. Gold has always fascinated people, due to its scarcity but also for some other characteristics, such as that it never oxidizes.

### Ancient History of Gold

Archaeological evidence to pinpoint the time and place of man's first encounter with the yellow metal is difficult to pinpoint. It can only be shown that various people, who at various places and at different times have all came across and used natural gold. Anthropologists have observed that bits of natural gold were found in Spanish caves used by the Paleolithic Man about 40,000 B.C.(Source). Consequently, it is not surprising that researchers studying historical sources cannot agree on the precise date that gold was first used. One states that that the first use of gold occurred circa 6000 B.C. and another mentioned that the pharaohs and temple priests used the relic metal for adornment in ancient Egypt circa 3000 B.C. (Source). Regardless of the inability to pinpoint the first use of gold what remains important is the continued use of this metal throughout time.

Source: <http://www.gold-eagle.com/article/history-gold>

Author: Vronsky

Published: January 1, 1997

Accessed: November 7 2014

By Allison Mularchy



## Part 2:

### Gold Facts, Functions and Features

- ☺ Compared to other metals, gold is softer. One can flatten 1 gram of gold to a 1 square meter sheet and light would shine through that sheet. (Source)
- ☺ Very few chemicals will react with gold. That's why gold that is buried for 1000's of years is still shiny. (Source)
- ☺ A total of eighty-eight thousand tons of gold have been extracted from Earth. If melted, all of the gold on Earth would make a cube measuring approximately 25x25x25 meters. (Source)
- ☺ 75% of all gold ever produced has been extracted since 1910; much of the gold mined throughout history is still in circulation in one form or another. (Source)
- ☺ Gold is very rare compared with diamonds. (Source)
- ☺ Gold is one of the heaviest metals in the world. For example, it is 19.3 times as heavy as water. One cubic meter weighs 19.300 kilogram. (Source)
- ☺ The biggest gold nugget that has ever been found weighed approximately 90 kilogram and was unearthed in Australia. (Source)
- ☺ In 2008 China overtook South Africa as the world's largest gold producer. This is the first time since 1905 that South Africa has not been the largest producer. (Source)
- ☺ Although the price of some platinum group metals can be much higher, gold has long been considered the most desirable of precious metals and its value has been used as the standard for many currencies in history.(Source)
- ☺ Absolutely pure gold is so soft that it can be moulded with the hands. (source)

Source: <http://www.ecresearch.com/fun-facts-about-gold>

Author: ecr research

Publication Date: Singapore, 2011

Accessed: November 7 2014

By Bobby Billyboo



Part 3:

## **SCARCITY OF GOLD** by Willy Wilson

More unbelievable than its physical characteristics is its scarcity. It is well documented that the world's holdings accumulated during all recorded history to the present is only about 120,000 metric tons (Source). It is rather difficult for the average person to relate to this measurement, but the total world gold would fit in approximately 40 transport trucks. This is indeed a small volume of matter to have influenced so many people since the prior to the Egyptian pharaohs. In fact the total world's holdings of the rare metal could be transported by a single solitary oil tanker – that is if an insurance company would ever accept the insurance risk on this priceless cargo since the value of this cargo is approximately 1.4 trillion dollars (Source).

Source: <http://www.gold-eagle.com/article/history-gold>

Author: Vronsky

Published: January 1, 1997

Accessed: November 7 2014



## Valuation and Production of Gold over the past 100 years.

Year	World Production (in metric tons)	Average Price (US\$)
1900	386	\$18.96
1910	689	\$18.92
1920	507	\$20.68
1930	648	\$20.65
1940	1,310	\$33.85
1950	879	\$34.72
1960	1,190	\$35.27
1970	1,480	\$36.02
1980	1,220	\$ 615.00
1990	2,180	\$ 383.51
2000	2,590	\$ 279.11
2010	2,500	\$ 1,224.53

Author: Numbersleuth

Publication Date: Unknown

Source: <http://www.numbersleuth.org/worlds-gold/>

Accessed: November 7 2014



## Value of Gold Over the Past 13 years

Year	World Production (in metric tons)	Average Price
2001	2,600	\$ 271.04
2002	2,550	\$ 309.73
2003	2,540	\$ 363.38
2004	2,420	\$ 409.72
2005	2,470	\$ 444.74
2006	2,370	\$ 603.46
2007	2,360	\$ 695.39
2008	2,290	\$ 871.96
2009	2,450	\$ 972.35
2010	2,500	\$ 1,224.53
2011	2,500	\$1,560.85
2012	2,690	\$1801.46
2013	2,770	\$1411.23

Author: Numbersleuth

Publication Date: Unknown

Source: <http://www.numbersleuth.org/worlds-gold/>

Accessed: November 7 2014



Part 4:

**2012 Top Gold Producing Countries by Henry Hillerton**

1. China 14.9%
2. Australia 9.3 %
3. United States 8.5%
4. Russia 7.6%
5. South Africa 6.3%
6. Peru 6.1%
7. Canada 3.8%
8. Indonesia 3.5%
9. Uzbekistan 3.3%
10. Ghana 3.3%

Author: Staff Writer+

Publication Date: Wednesday July 10, 2013

Source: <http://goldinvestingnews.com/36495/2012-top-gold-producing-countries.html>

Accessed: November 7 2014



## Gold Mining Techniques

**Gold mining** is the process of mining of gold or gold ores from the ground. There are several techniques and processes by which gold may be extracted from the earth.

- ♥ **Placer mining** is the technique by which gold that has accumulated in a placer deposit is extracted. Placer deposits are composed of relatively loose material that makes tunneling difficult, and so most means of extracting it involve the use of water or dredging. (Source)
  - **Gold panning** is mostly a manual technique of separating gold from other materials. Wide, shallow pans are filled with sand and gravel that may contain gold and the pan is submerged in water and shaken, sorting the gold from the gravel and other material (Source). As gold is much denser than rock, it quickly settles to the bottom of the pan.
  - **Sluicing** - Using a sluice box to extract gold from placer deposits has long been a very common practice in prospecting and small-scale mining. A sluice box is essentially a man-made channel with riffles set in the bottom and the riffles are designed to create dead zones in the current to allow gold to drop out of suspension (Source). The box is placed in the stream to channel water flow. Gold-bearing material is placed at the top of the box. The material is carried by the current through the volt where gold and other dense material settles out behind the riffles (Source). Less dense material flows out of the box as tailings.
  - **Dredging** is the method which has largely been replaced by modern methods, some dredging is done by small-scale miners using suction dredges. These are small machines that float on the water and are usually operated by one or two people. A suction dredge consists of a sluice box supported by pontoons, attached to a suction hose which is controlled by a miner working beneath the water (Source).
- ♥ **Hard rock** gold mining extracts gold encased in rock, rather than fragments in loose sediment, and produces most of the world's gold.
  - **Open Pit** - Sometimes open-pit mining is used, such as at the Fort Knox Mine in central Alaska (Source).
  - **Underground Mining**, where the ore is extracted through tunnels or shafts. South Africa has the world's deepest hard rock gold mine up to 3,900 metres (12,800 ft) underground (Source).

Author: Anonymous

Reference : [http://en.wikipedia.org/wiki/Gold\\_mining](http://en.wikipedia.org/wiki/Gold_mining)

Publication: October 24 2014

Date Accessed: November 6 2014

### Conclusion

Historically gold has been scarce and used for ornamentation and decoration. This has made the demand for gold high which makes the price of gold follow suit. As more and more companies seek to find this shiny metal to fulfil the trinket and bobble market we can be assured that because of its scarcity the price will continue to remain high in the future. It is indeed remarkable that the demand and price of this rare metal has remained so high throughout the years and I wonder... what would have to happen for society not to desire and want the shiny, pretty objects that are made with this element?



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### Skill Building Activities

#### Links to online resources:

GCFLearnFree.org- Word 2010

<http://www.gcflearnfree.org/word2010>

Online tutorial that involves readings and short videos on: MS Word basics, font and page formatting, adding images/visuals, tables, templates and mail merge.

GCFLearnFree.org- Word Tips

<http://www.gcflearnfree.org/word-tips>

Online tutorial that involves readings and short videos on how to use MS Word to create bibliography/works cited, table of content, page numbers and forms.

Essential Skills for Word Processing: Microsoft Word 2007- TR Leger Adult Literacy and Employment Preparation Program

[http://en.copian.ca/library/learning/trl/word\\_processing/word\\_processing.pdf](http://en.copian.ca/library/learning/trl/word_processing/word_processing.pdf)

Read about MS Word and complete exercises on: cut and paste (p. 43), formatting font (p.27), bullets (p.56), Margins (p.39), tables (p. 70), headers and footers (p. 99).

Microsoft Office Support- Add a Pie Chart

[https://support.office.com/en-ca/article/Add-a-pie-chart-812dccc9e44-41c6-9091-225c7c3df3e0?ui=en-US&rs=en-CA&ad=CA#\\_toc348714907](https://support.office.com/en-ca/article/Add-a-pie-chart-812dccc9e44-41c6-9091-225c7c3df3e0?ui=en-US&rs=en-CA&ad=CA#_toc348714907)

Select the Word program or scroll down for step by step directions (with images) on how to insert a chart. Use the links to also learn about chart elements and styles.

iYogi Global Tech Experts- How to Make a Pie Chart in Word 2010

<https://www.youtube.com/watch?v=R6GCO6zZNUU>

Video (4 minutes) about easy steps to make a pie chart in Microsoft Word 2010

#### LearningHUB online courses available:

- **Essential Skills, Independent Study (Assigned by practitioner after assessment):**
  - Computer Use Level 2/3 Assignment 1 - provides an introduction to word processing, formatting documents, creating tables, working with graphics and creating research papers.
- **Independent Study Short Courses (Moodle)**
  - Learning to Communicate using MS Word- This course will cover the basic functions of Microsoft Word. Learn how to navigate through the program and create, save, edit, format and print basic documents. Access to MS Word 2007 is required.
- **Live Classes (SABA)**
  - MS Word 2007 for Beginners- This four week online course will cover the basic functions of Microsoft Word. Learn how to navigate through the program and create, save, edit, format and print basic documents. Homework will be assigned after each class. Access to MS Word 2007 is required.





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**\*To access LearningHUB courses**, learners must register for the LearningHUB e-Channel program by completing the registration form on their website and completing the course selection (page 2 of the registration form): [https://www.learninghub.ca/get\\_registered.aspx](https://www.learninghub.ca/get_registered.aspx)

**\*To Access LearningHUB Course Catalogue:**

<http://www.learninghub.ca/Files/PDF-files/HUBcoursecatalogue,%20December%202023,%202014%20revision.pdf>