Task-based Activity Cover Sheet

Task Title: Locate a Recently Used Document

Learner Name:
Date Started: **Date Completed:**
Successful Completion: Yes___   No___

Goal Path: Employment✓ Apprenticeship✓Secondary School ✓ Post Secondary ✓ Independence✓

Task Description:
Locating a recently used document on a computer.

Competency:	**Task Group(s):**
D: Use Digital Technology	D2: Use digital technology

Level Indicators:
D.2: Perform well-defined, multi-step digital tasks

Performance Descriptors: see chart or click here

Skill Building Activities: see last page or click here

Materials Required:

- Computer with a printer
- Microsoft Word 2010 or later
- Microsoft Excel 2010 or later
- Instructor to create 5 Word files and locate them on the computer the learner is using. The following names of the files should be:

  - Computer Resource 1
  - Computer Resource 2
  - Resources
  - Internet Resources 1
  - Internet Resources 2 and

  2 Excel files named:

  - Computer Resources 1
  - Internet Resources 2

  Then place all files in a folder entitled *Locating Documents. These files should have the text - **You have successfully completed finding a recently used document.***

ESKARGO:

Digital Technology

- Selects and follows appropriate steps to complete tasks

- Locates and recognizes functions and commands
- Makes low-level inferences to interpret icons and text
- Begins to identify sources and evaluate information
- Performs simple searches using keywords (e.g., Internet, software help menu)
- Uses MS Word functions and commands (i.e., Office Button, Ribbon/information bar, information pop ups, scroll bar, arrows, tabs and tools, toolbars, etc.)
- Prints a document; uses Print Preview; prints envelopes

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

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Learner Information and Tasks:

Every day in workplaces documents are created and stored on computers. These same documents quite often have to be located in order to make changes, email or print. Finding recent documents is done differently than doing a file search.

Task 1:   List the names of the five most recently used documents in Microsoft Word.

Task 2:   List the names of the two most recently used spreadsheets in Excel.

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Answer Key

Task 1:

- Computer Resource 1
- Computer Resource 2
- Resources
- Internet Resources 1
- Internet Resources 2

Task 2:

- Computer Resources 1
- Internet Resources 2

Task Title Locate a Recently Used Document

	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
D.2	• selects and follows appropriate steps to complete tasks • locates and recognizes functions and commands • makes low-level inferences to interpret icons and text • begins to identify sources and evaluate information			

This task: was successfully completed___   needs to be tried again___

Learner Comments

_____   _____

Instructor (print)   **Learner Signature**

Skill Building Activities

Links to Online Resources:

- **https://www.ctdlc.org/remediation/savedfile.html (A reading activity that discusses how to find a saved computer file)**

- **http://www.wikihow.com/Make-a-New-Folder-on-a-Computer (A step-by-step guide to organizing files and documents on a computer)**

- **https://www.youtube.com/watch?v=H0QJXbklpgQ (A short video discussing how to open and find documents in MS Word)**

- **http://www.gcflearnfree.org/windowsbasics/4 (A reading activity that discusses how to find files on your computer using Windows)**

LearningHUB Courses available:

- **Essential Skills, Independent Study (Assigned by practitioner after assessment):**
  - Computer Use, Levels 1-3

- **Live classes (SABA):**
  - Basic Computer Functions; Managing Computer Files; Surfing the Internet for Beginners; Using Email in the Workplace

- **Independent Study, Short Courses: (Assigned by practitioner after assessment):**
  - Learning to Communicate by Understanding Internet and Email;
  - Learning to Communicate Using MS Word;
  - Learning to Communicate Using MS Excel;
  - Creating Your Digital Footprint;
  - Creating a Digital Portfolio.

*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

*To Access LearningHUB Course Catalogue:
http://www.learninghub.ca/Files/PDF-files/HUBcoursecatalogue,%20December%2023,%202014%20revision.pdf