



Task-based Activity Cover Sheet

Task Title: Table of Contents

<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> Read a table of contents to locate the section on troubleshooting problems.	
<b>Competency:</b> A: Find and Use Information	<b>Task Group(s):</b> A2: Interpret Documents
<b>Level Indicators:</b> A2.2: Interpret simple documents to locate and connect information	
<b>Performance Descriptors:</b> see chart <a href="#">or click here.</a>	
<b>Links to skill building activities:</b> see the last pages <a href="#">or click here</a>	
<b>Materials Required:</b> <ul style="list-style-type: none"><li>• Pen or pencil</li><li>• Table of Contents - attached</li></ul>	
<b>ESKARGO:</b> <ul style="list-style-type: none"><li>• Uses knowledge of vocabulary and sight words related to specific forms, tables, graphs, maps and flow charts to obtain meaning</li><li>• Uses layout to locate information</li><li>• Uses context cues and personal experience to gather meaning from a document</li><li>• Scans to locate specific information</li></ul>	
<b>Attitudes:</b> 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: <input type="checkbox"/> Attitude is not important <input type="checkbox"/> Attitude is somewhat important <input type="checkbox"/> Attitude is very important	



**Task Title:** Table of Contents

Office workers will look in a photocopier's User's Guide for information to help fix photocopying problems. Look at the *Table of Contents* for the User's Guide.

**Learner Information and Tasks:**

**Task 1:** List the four section headings of the User's Guide.

**Task 2:** What section contains information that will help fix an error with the photocopier?

**Task 3:** List the two common errors that happen with this photocopier.

**Task 4:** If the manual does not contain the specific information needed to solve the problem with the photocopier, who can be called for help?

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**Task Title:** Table of Contents

**Answer Key**

**Task 1:** List the four section headings of the User's Guide.

**Getting Started**

**Using the Machine**

**Maintaining the Copier**

**Troubleshooting**

**Task 2:** What section contains information that will help fix an error with the photocopier?

**Troubleshooting**

**Task 3:** List the two common errors that happen with this photocopier.

**Document jams**

**Error Messages**

**Task 4:** If the manual does not contain the specific information needed to solve the problem with the photocopier, who can be called for help?

**Call Apex customer care**



**Task Title:** Table of Contents

Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A2.2	<ul style="list-style-type: none"> <li>performs limited searches using one or two search criteria</li> </ul>			
	<ul style="list-style-type: none"> <li>extracts information from tables and forms</li> </ul>			
	<ul style="list-style-type: none"> <li>uses layout to locate information</li> </ul>			
	<ul style="list-style-type: none"> <li>makes connections between parts of documents</li> </ul>			
	<ul style="list-style-type: none"> <li>makes low-level inferences</li> </ul>			

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

<b>Learner Comments</b>

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

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



## Prepared for: Cementing Integration Project – QUILL Learning Network 2015

### Skill Building Activities

#### Link to online resources:

- <http://www.gcflearnfree.org/reading/practicereading/play> (An interactive tutorial that allows learners to explore unfamiliar words and their meanings, and to see how words can be used in different contexts)
- <http://www.bbc.co.uk/skillswise/topic/dictionaries-and-indexes/resources/l1> (An online Factsheet titled “Indexes and Contents Pages” with accompanying Worksheet titled “Using an index” that can be printed off)
- <http://www.bbc.co.uk/skillswise/topic/skimming-and-scanning/resources/l1> (A number of online Factsheets and accompanying Worksheets on skimming/scanning text for information)
- <http://www.monash.edu.au/lis/lionline/reading/scanning/1.xml> (An online activity that involves scanning a sample Table of Contents and locating specific categories/sub-categories)

#### LearningHUB online courses available:

- **Reading & Writing, Independent Study (assigned by practitioner following assessment)**
  - Reading Level 1 Assignment 1 (“Reading Strategies 1”);
  - Reading Level 1 Assignment 3 (“Reference and Technical Material 1”);
  - Reading Level 2 Assignment 2 (“Reading Strategies 2”);
  - Reading Level 2 Assignment 2 (“Reading Directions 2”).
- **Live Classes (SABA) – Reading Comprehension**

**\*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>