ICT 2 Candidate Name ……..…… Candidate No ……

Background		Data Processing Activities	
Description	1	Purpose of 2 documents	1
	1	Identify 4 techniques used	1
		Purpose of automated document	1
Identification of 3 documents	1	Identification of automated fields	1
		Purpose of presentation or web page	1
House style	1	Identification of special feature	1

Tasks		Basic features	11 marks	Advanced Features	MAX 5 marks
Task 1		▪ Different font styles & sizes	1	▪ Customised tables	
Purpose	**1**	▪ Bold & centre & underline	1	▪ Different paragraph formats	1
		▪ Right or fully justify	1	▪ Different line spacing	1
Ethos	**1**	▪ Autoshapes	1	▪ Superscript and subscript	1
		▪ Bullet points	1	▪ Page or frame borders	1
		▪ WordArt	1	▪ Set and use own tabs	1
Design	**1**	▪ Shading effects	1	▪ Set and use own indents	
	1	▪ Headers and footers	1	▪ Watermarks	
	1	▪ Use of at least **two** forms of	2	▪ Pagination	
	1	▪ Tables	1	▪ Use of layering	
				▪ Create own style sheets	
Task 2		▪ Data from an external database	1	▪ 3 macros **or** modules created using internal programming	1
Purpose	**1**	▪ Mailmerged template	1	*3 of the following*	1
Ethos	**1**	▪ Suitable document/format /layout	1	▪ Individually designed template	
		▪ No spelling or grammar errors	1	▪ Customised buttons on toolbar	1
Design	**1**	▪ Ensure automated routines work	1	▪ Reuse of mailmerge template for another purpose	1
	1	▪ No spacing errors	1	▪ Style sheet	1
	1			▪ Automated standard documents	
Task 3				▪ Use of basic sound	1
Purpose	**1**	▪ Background styles	1	▪ Capturing of sound	1
	1	▪ Animation effects	1	▪ Use of original video	1
Design	**1**	▪ Transition effects	1	▪ Detailed storyboard	1
	1	▪ Hypertext	1	▪ Video effects on frames	1
Paths	**1**	▪ Hotspots	1	▪ Transition effects on video	1
	1	▪ Bookmarks	1	▪ Original basic animation	1
				▪ More complex animation	1
		Data Compression Techniques		**Evaluation**	
		▪ Why use compression	1	1. Brief and not all tasks.	1
		▪ 3 relevant techniques	1	2. Brief description of what they did in all tasks and some future development but little analysis.	1
		▪ Justification of 3 compression techniques used on identified files	1	3. Identification of some good points and explanation of why good in all three tasks and some improvements.	1
			1	4. Detailed analysis and evaluation of all three tasks and some improvements.	1
				5. Statement 4 + criticisms of all three tasks.	1
				6. Statement 4 and very detailed critical analysis of components in all three tasks	1
SubTotal		**Sub total**		**Sub total**	
				TOTAL out of 80	