

## Competence 3

**The ability to use word processing and spreadsheet packages**

*This meets the requirements of IMCA S/S30/000//04/4.1 & 4.2*

Candidate Name:		Date:	
Activity Number (1,2, or 3):			

**Performance Criteria:** all of these must be assessed over a minimum of 3 work activities

**Type of Evidence:** Observation (O), Work Product (P), Written (W), Questioning (Q), Not Covered (N/C) or Not Applicable (N/A)

Performance Criteria		Type of Evidence
a)	Demonstrates the ability to use keyboard and mouse	
b)	Demonstrates a working familiarity with company operating system (e.g. Windows, UNIX)	
c)	Demonstrates the ability to power up workstation and log into a network	
d)	Demonstrates an understanding of network accounts and use of individual accounts and passwords	
e)	Demonstrates an understanding of basic workstation maintenance including file deletion, archiving, temporary file controls	
f)	Demonstrates the ability to operate basic word-processing applications	
g)	Demonstrates the ability to operate basic spreadsheet and database applications	
h)	Demonstrates the ability to create, modify and save documents ensuring adherence to company document formatting and file storage standards	

Witness name: (If applicable in assessment plan)		Date:	
Assessor name:		Date:	