

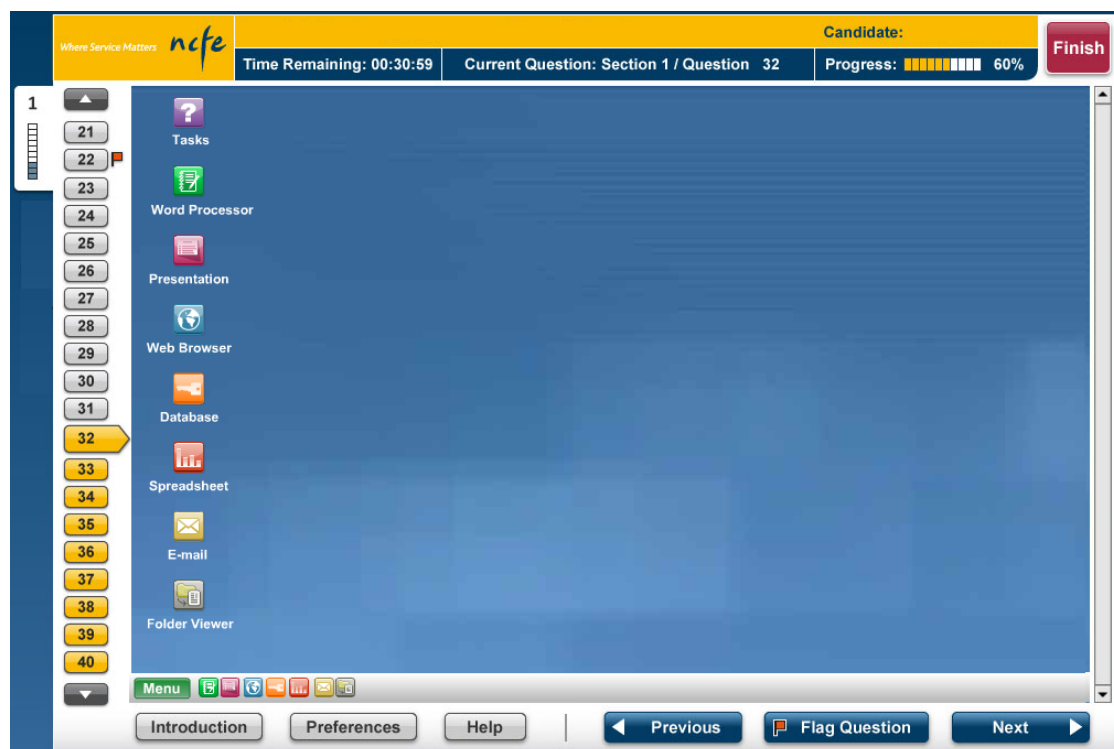
NCFE Online Assessment for Functional Skills ICT - User Guide

Introduction

The suite of applications within the NCFE Online Assessment package for Functional Skills ICT, is designed to simulate more common applications, but with simplified software. The range of features in the applications is therefore limited, but is designed to provide candidates with the tools they need to demonstrate their skills.

An important difference between this system and the more commonly available application packages is that this system is closed. Simulated emails are created in the system for users to open, but it isn't possible to send emails to an external address. The internet is simulated and therefore there is no external internet access. Any work that is produced by users and saved will be stored within the system and can be accessed by NCFE.

Candidates will find that some tools available in commercially available applications are not available here. It is the aim of this guide to identify some of these differences to avoid any confusion during the live external assessments.



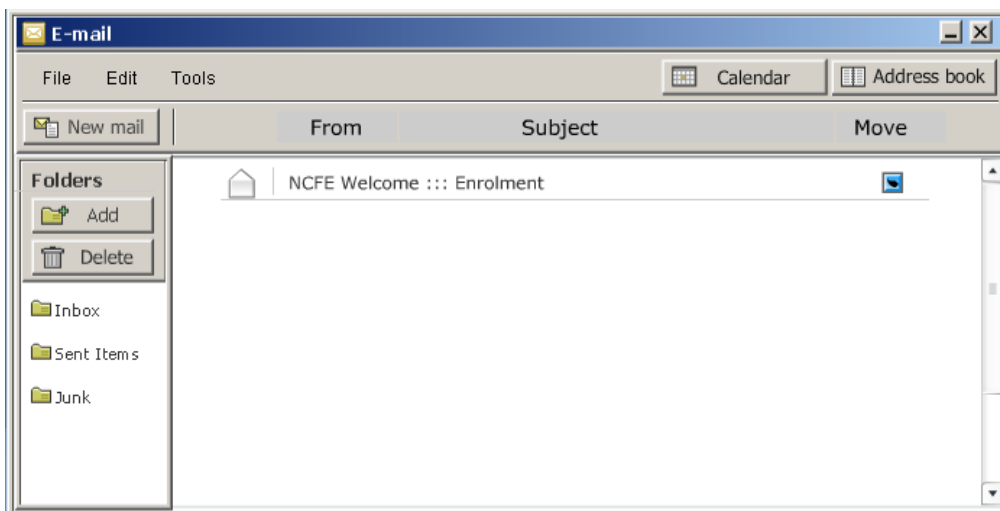
The applications in the package are named as in the following list. They can be opened by double clicking on the icons on the main screen, or a single click on the icons on the toolbar at the bottom of the screen, or by using the 'Menu' option in the lower left corner of the screen.

The available applications are:

- ◆ Email
- ◆ Web Browser (internet)
- ◆ Text Editor (word processing document)
- ◆ Spreadsheet
- ◆ Presentation
- ◆ Folder Viewer.

Email

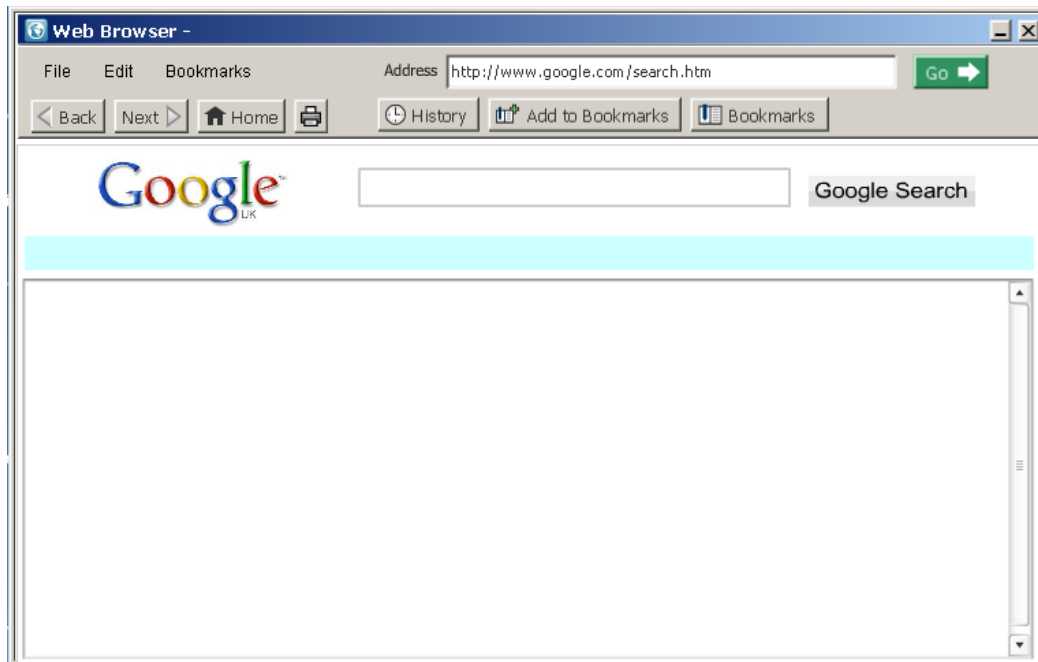
The email function simulates a standard package, but presents everything in a simple way. There's an inbox and the ability to send emails. Users can also manage a calendar and address book if they need to.



The main advantage of the system is that it allows users to access and read emails within a controlled environment. Attachments can also be used, but only if they are provided with emails created by the administrator or they can be located in the system's folders and sent by email as an attachment. Any 'sent' emails will be stored in the 'Sent Items' folder and not actually sent anywhere.

Web Browser

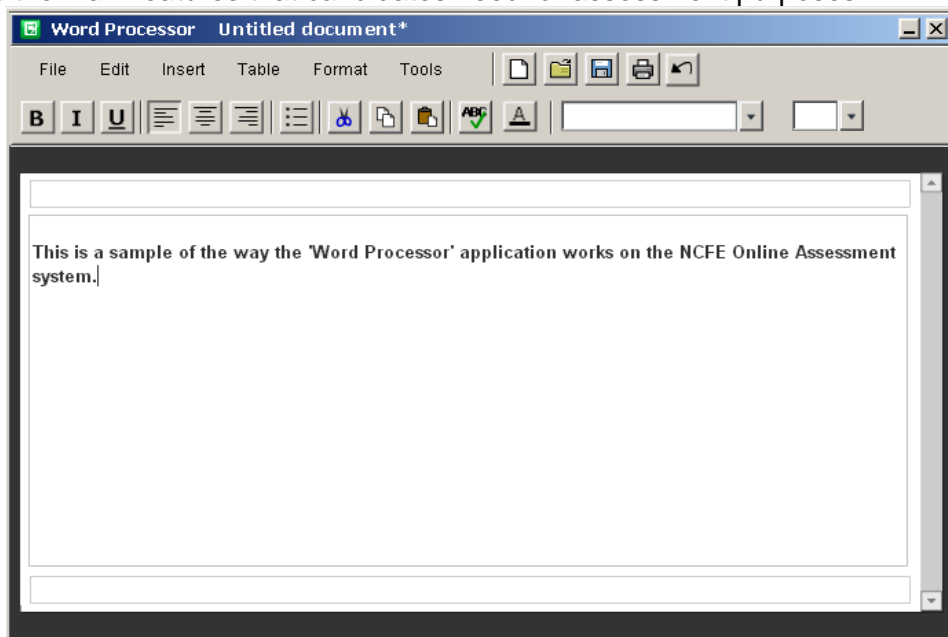
This application simulates the way in which a more common browser works. It includes facilities to search with keywords or users can open the 'History' list or Bookmarks.



The important difference is that it doesn't access the external internet. This means that it will only 'search' for pre-determined and saved websites, but introduces a level of security that can be important for many centres. It also reduces the problems that some learners have with excessive information being presented to them following internet searches.

Word Processor

This application is, as the name suggests, mostly for simple word processing, editing and formatting. It is much simpler than the commercial and commonly used applications, but includes the main features that candidates need for assessment purposes.



The word processor application allows users to open or save documents. Any documents that are saved can be accessed later through the Folder Viewer. In documents, tables can be created and rows or columns can be inserted or deleted. Text can be formatted by changing the font and alignment, and bulleted lists can be created.

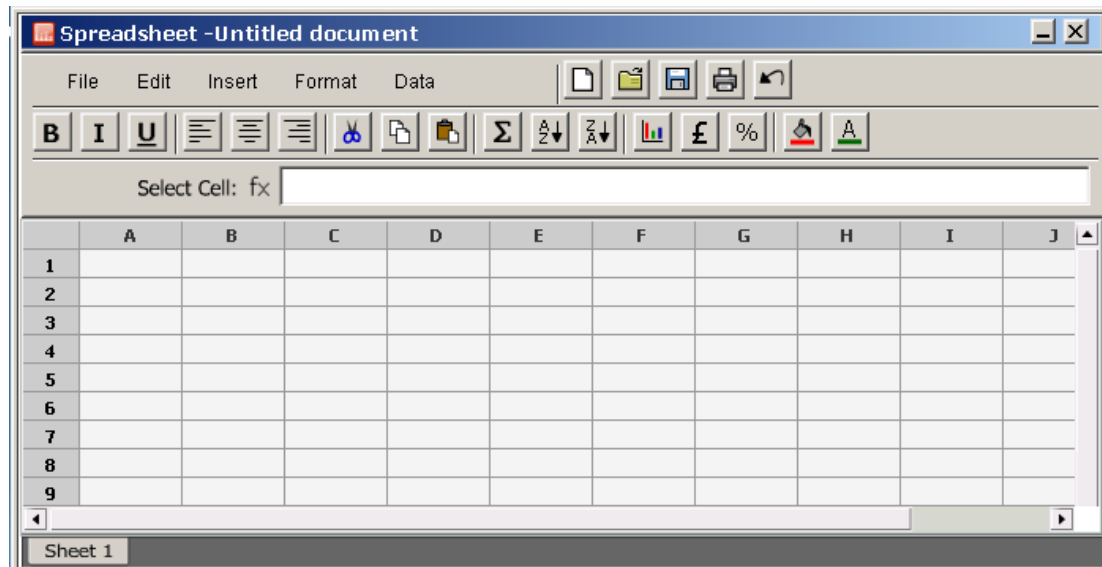
Pictures or image files that have already been saved in the system can be inserted into documents. The images might be ones that have been received by email and saved into a folder.

Important limitations of the text editor are:

- ◆ the cursor may jump to the beginning of the document, if this happens you'll need to use the arrow keys on the keyboard
- ◆ table row and column sizes can't be adjusted – a maximum of 18 characters can be entered
- ◆ tables are limited to 5 rows and 4 columns
- ◆ images can be inserted before, after, or in between text, but there is no text wrapping tool
- ◆ the font style in a table can't be changed
- ◆ there is no function for labelling images with callouts, arrows or lines
- ◆ in tables, vertical alignment is not possible
- ◆ tables aren't able to have merged or split cells
- ◆ to highlight a row or column in a table, the grey tab that appears must be selected
- ◆ tables have default borders and these can not be changed
- ◆ if a table needs to be completely deleted, drag the mouse from outside of the bottom right hand corner of the table, to the outside of the top left hand corner of the table. Please note, the table won't show as highlighted but there should be 2 highlighted tabs/spaces showing. Then just hit delete
- ◆ numbering and sub-numbering of text is not possible
- ◆ to input bullet points, the text must be highlighted first
- ◆ if candidates don't have a candidate number, they don't have to enter it when asked.

Spreadsheet

The spreadsheet is presented in a familiar style, with row and column headings just like other common applications. Columns and rows can be inserted or deleted. A range of commonly used functions can also be inserted, and tables can be used to create simple charts. Data can also be sorted.



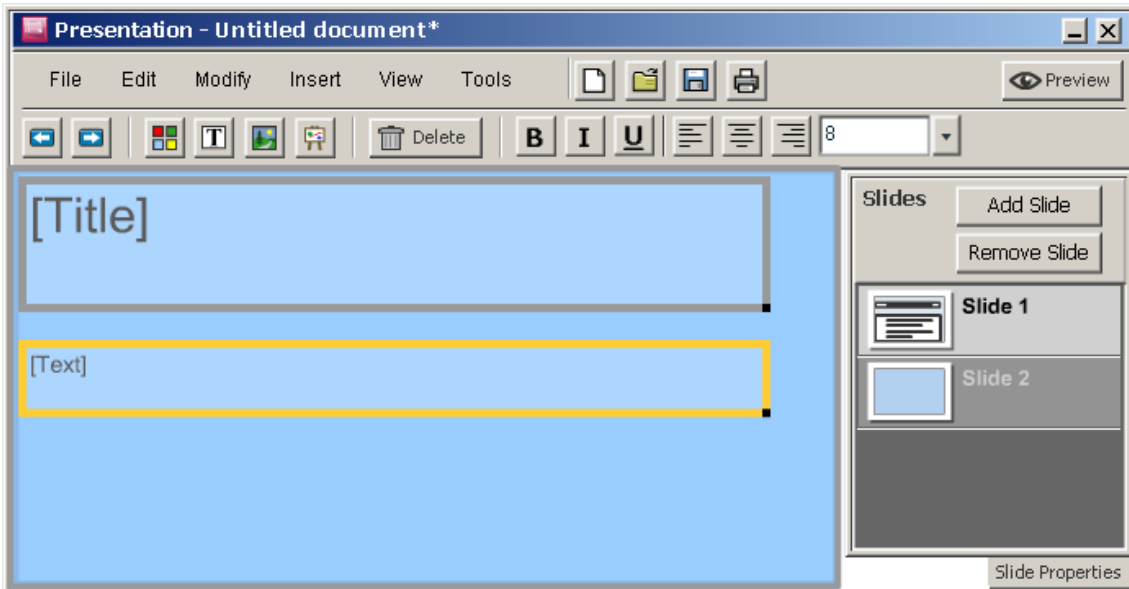
The toolbar includes familiar buttons for formatting text, creating an Autosum formula or for sorting in ascending or descending order. Quick formatting as currency or percentage can also be completed using the toolbar buttons.

Important limitations of the spreadsheet are:

- ◆ pasting from another application into the spreadsheet can only be done a word or short line at a time
- ◆ column widths and row heights can be changed but are limited
- ◆ headers and footers can't be used.
- ◆ cells can't be merged or split.
- ◆ images can't be inserted.
- ◆ 'wrap text' isn't available in cells.
- ◆ borders can't be applied to cells.
- ◆ a formula view can't be created.
- ◆ vertical alignment can't be adjusted
- ◆ date format is not available
- ◆ rows and columns can't be hidden.

Presentation

This is a simplified application compared to others that are available. However, it does allow users to create presentations consisting of text, using text boxes, and images from the folders within the closed system. Slideshows are possible with simple transition features and time delays.

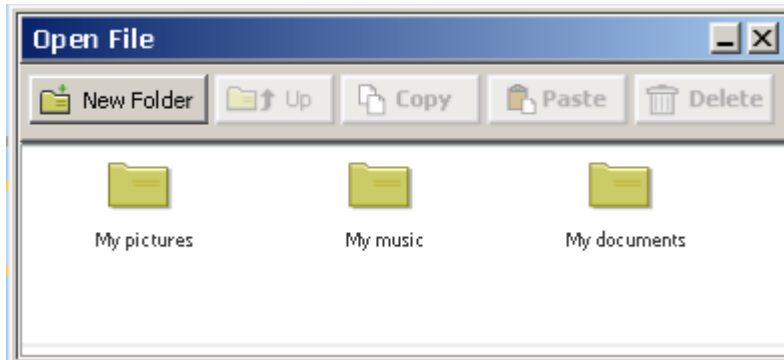


Important limitations are:

- ◆ images can't be cropped.
- ◆ users can't insert or use a table.
- ◆ numbered lists can't be created.

Folder Viewer

This allows folders to be created and files saved in the folders. The application has the same basic essential features that a full file management application might have, but scaled down. This means that users are only presented with what they really need and confusion with the usual range of network drives and storage media can be avoided.



Some general things worth knowing are:

- ◆ images can't be opened on their own, they must be inserted within a document
- ◆ the number of characters for a filename is limited to 20 characters
- ◆ there is no screenshot facility
- ◆ there is a simulated printing function, but it doesn't actually print
- ◆ users can't use the keyboard shortcuts of 'ctrl v', 'ctrl c' or 'ctrl p'
- ◆ in menus, you've got to hover over the options in the menu to show the sub menus.