

Achievement Standard 1.6

Information Management

Manage information using spreadsheet, text and draw/paint applications
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Level 1 Credits: 4
(external)

estimated time allocation – 1 hour 15 minutes of the formal 2 hour end of year exam

Resource Notes and Practice tests

This standard involves processing information using electronic spreadsheet, text and draw/paint applications.

THIS UNIT CONTAINS

Explanatory Notes
Definitions for assessment
Assessment criteria
Project information –
Project One – Pizza
Self assessment checklist
Project Two – Skiing
Self assessment checklist

EXPLANATORY NOTES

- 1 This standard requires managing:
 - Numerical data within a spreadsheet application
 - Text through word processing or desktop publishing
 - Images through a draw/paint application
- 2 Managing information using all three applications is required
- 3 In a spreadsheet application assessment will be selected from:
 - Entering and calculating numerical data (simple arithmetical formulae to add, subtract, multiply, divide, sum and average the data)
 - Extracting from numerical data and presenting in an alternative form
 - Printing showing formulae
 - Correctly selecting and graphing non-adjoining rows and columns
 - Selecting the correct format to produce graphs that follow acceptable graphing conventions
- 4 In a text application assessment will involve a selection of:
 - Editing: spellcheck, thesaurus, cut/copy/paste, search/replace
 - Formatting: font (style, size), borders, shading, reverse text, adapt text (for example using WordArt/Type Twister), alignment, linespacing, bullets, tabs, tables, columns and drop caps.
- 5 In a draw/paint application assessment will involve:
 - Drawing/painting images and/or
 - Importing and resizing (crop, scale) images.

It is essential that the student is aware that it is he/she who is responsible for the learning skills to complete the task required.

The teacher advises students of the expected outcomes at the very commencement of the project.

Task 5 Recipe

Copy the recipe below as to how to make a two inch thick pizza

Two inch thick pizza recipe

2 C warm water
1 T dried yeast
1 T brown sugar
1 t salt
1 T lemon juice
2 T olive oil
enough flour to form soft dough

Dissolve sugar in water then add yeast. Leave to froth (10 minutes). Add the rest of the ingredients. Knead for 10 minutes. Shape into ball then let rise in an oiled bowl for an hour. Press down carefully to release the air bubbles then transfer upside down onto the bench (be careful not to break the top). Continue to press out air bubbles then shape into a ball and let rest for 5-10 minutes while you prepare the toppings.

sliced mushrooms
sliced tomatoes
sliced salami
finely sliced chillies
calamata olives
heaps of grated edam cheese
tomato paste
fresh rosemary or other herbs
freshly ground pepper

Oil a large pizza tray and sprinkle on coarse cornflour. Press out dough to fit tray, making the edges a bit thicker than the middle. You may want to bake the dough for 5 minutes first so the top doesn't get soggy. Spread on tomato paste and sprinkle with rosemary. Artistically arrange the rest of the toppings except the cheese. Bake for 10 minutes at 220 degrees C. Add cheese then bake for a further 10 minutes or until cheese is bubbling in the middle. Enjoy.

(Feeds about four).

Instructions

- Bullet the ingredients for the topping starting with sliced mushrooms
- Draw in a draw/paint program a slice of pizza and import this graphic into your document.
- Also import an image from clipart.
- Insert an appropriate border around your document
- Use two other software features to enhance your page.
- Print your document ensuring it has a high level of display and presentation