

EVALUATION LEVEL 1 ADULTS

What were you asked to do?

Report on Trip

- Internet research on trip destination – used Google.
- Copied and pasted information from the Internet to a word document.
- Inserted images moved and resized and cropped an image.
- Used formatting (bold, italics and underline), font colour.
- Itinerary table.
- Copied and pasted the spreadsheet table and Itinerary into the report.

Trip Costs

- Decided on trip destination.
- Internet research for prices of trip – used Google.
- Used an Excel spreadsheet to calculate the final price and a discount.
- Used formula and the sum function.
- Created a pie chart to show the breakdown of the prices.