Task Title: Table of Contents

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐   No ☐

Goal Path: Employment ▨   Apprenticeship ☐

Secondary School ☐   Post Secondary ☐   Independence ☐

Task Description: Learner will read a table of contents to locate specific sections.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.2

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

Employees often need to review the User Guide or Manual for a product in order to identify and solve problems. Look at the "Table of Contents" for the photocopier.

Scan the "Table of Contents" for Apex Alpha Photocopier WC 341.

Task Title: TableOfContents_E_A2.2

TABLE OF CONTENTS

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Learner Copy

Work Sheet

Task 1: List the four section headings in the User's Guide.

Answer:

_____

Task 2: Which section contains information that will help fix an error with the photocopier?

Answer:

_____

Task 3: List the two common errors that happen with this photocopier.

Answer:

_____

Task 4: If this manual does not contain the specific information needed to solve the problem with the photocopier, who can be called for help?

Answer:

_____