Task Title: Locate a Recently Used Document

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐   No ☐

Goal Path: Employment ☐   Apprenticeship ☐

Secondary School ☐   Post Secondary ☐   Independence ☐

Task Description:

Locate a recently used document on a computer.

Main Competency/Task Group/Level Indicator:

- Use Digital Technology/D.2

Materials Required:

- Computer with Microsoft Word and Microsoft Excel

Notes for Instructors/Facilitators

Create five Word files and locate them on the computer the learner is using just prior to them attempting this task set.

The names of the files should be:

- Computer Resource 1
- Computer Resource 2
- Resources
- Internet Resources 1
- Internet Resources 2

Create two Excel files named:

- Computer Resources 1
- Internet Resources 2

Place all files in a folder called "Locating Documents". These files should have the text **– *You have successfully completed finding a recently used document.***

Learner Information

Every day in workplaces documents are created and stored on computers. These same documents quite often have to be located in order to make changes, email or print. Finding recent documents is done differently than doing a file search.

Work Sheet

Task 1: List the names of the five most recently used documents in Microsoft Word.

Answer:

Task 2: List the names of the two most recently used spreadsheets in Excel.

Answer:

Answers

Task 1: List the names of the five most recently used documents in Microsoft Word.

Answer:

- Computer Resource 1
- Computer Resource 2
- Resources
- Internet Resources 1
- Internet Resources 2

Task 2: List the names of the two most recently used spreadsheets in Excel.

Answer:

- Computer Resources 1
- Internet Resources 2

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
D.2	selects and follows appropriate steps to complete tasks			
	locates and recognizes functions and commands			
	makes low-level inferences to interpret icons and text			
	begins to identify sources and evaluate information			

This task: Was successfully completed ☐   Needs to be tried again ☐

Learner Comments:

```


```

Instructor (print):   Learner (print):

_____   _____

Practitioner Copy

Skill Building Activities

Links to Online Resources:

GCF LearnFree Working with Files:
https://edu.gcfglobal.org/en/windowsbasics/working-with-files/1/

LearningHUB Courses on Digital Skills:
https://www.learninghub.ca/apps/pages/index.jsp?uREC_ID=1118749&type=d&pREC_ID=1380779

LearningHUB Course Catalogue:
https://www.learninghub.ca/apps/pages/coursecatalogue