TASK	ACTIVITY	SCORE GUIDE	AWARD	SCORE
TASK 1	Folder -Name CS Exam	**Right name**	**1.0**	
		Error in name	0.5	
	Background Setting Screenshot	**Right name/Right folder**	**2.0**	
		Right name/Wrong folder	1.5	
		Wrong name/Right folder	1.0	
		Wrong name/Wrong folder	0.5	
	Volume Screenshot	**Right name/Right folder**	**2.0**	
		Right name/Wrong folder	1.5	
		Wrong name/Right folder	1.0	
		Wrong name/Wrong folder	0.5	
		If 69%	**1.0**	
		Any other %	0.0	
	Network Status Screenshot	**Right name/Right folder**	**2.0**	
		Right name/Wrong folder	1.5	
		Wrong name/Right folder	1.0	
		Wrong name/Wrong folder	0.5	
TASK 2	MS WORD	**Right name/Right folder**	**2.0**	
		Wrong name/Right folder	1.0	
		Wrong name/Wrong folder	0.5	
		Full Typing	**10.0**	
		Half Typing	6.0	
		Below Half	3.0	
		Right font type/size	**2.0**	
		Wrong font type/size	1.0	
TASK 3	MS EXCEL	**Right name/Right folder**	**2.0**	
		Wrong name/Right folder	1.0	
		Wrong name/Wrong folder	0.5	
		Full Typing	**10.0**	
		Half Typing	6.0	
		Below Half	3.0	
		Right font type/size	2.0	
		Wrong font type/size	1.0	
		Boundaries	**1.0**	
		Bold Headings	**1.0**	
TASK 4	SECONDARY STORAGE	**Copy from Comp to flash**	**2.0**	
		copy from flash to trs desktop	**2.0**	
			42.0	