

	Level 1	Find & Use Information			Communicate Ideas & Information				Understand & Use Numbers				Use Digital Technology			Manage Learning	Engage With Others
Page	Activity	A1	A2	A3	B1	B2	B3	B4	C1	C2	C3	C4	D1	D2	D3	E	F
10-11	Fill in chart to convey information.					•											
15	Set employment goals															•	
17	Share work ethic experiences with group.																•
29	Define and discuss good customer service skills.				•	•											
57	Complete a fax cover sheet.						•										
58	Complete a phone message template.						•										
61	Create a stress reducer ring.							•									
62	Fill in a calendar using information provided.					•	•										
63	Covert 12 hour time to 24 hour time.									•							
73	Organize information provided by facilitator.	•															
74	Organize and display information.						•										
79	Extract information from a health form.	•															
81	Complete a mileage form using information provided.						•										
84	Make simple calculations about photocopy numbers.								•								
89	Make cost calculations about inventory supplies.								•								



55	Write an email using proper email etiquette.					•												
64	Create to-do lists to manage time for completing tasks.									•								
65	Analyze scenarios to calculate time.									•								
70	Make entries in an online calendar.													•				
98	Create tables in MS Word.													•				
135	Attach files to an email.													•				
	<b>Level 3</b>	<b>Find &amp; Use Information</b>			<b>Communicate Ideas &amp; Information</b>				<b>Understand &amp; Use Numbers</b>				<b>Use Digital Technology</b>			<b>Manage Learning</b>	<b>Engage With Others</b>	
<b>Page</b>	<b>Activity</b>	<b>A1</b>	<b>A2</b>	<b>A3</b>	<b>B1</b>	<b>B2</b>	<b>B3</b>	<b>B4</b>	<b>C1</b>	<b>C2</b>	<b>C3</b>	<b>C4</b>	<b>D1</b>	<b>D2</b>	<b>D3</b>	<b>E</b>	<b>F</b>	
11	Use the Canada Skills for Success webpage to extract information and make inferences about tasks.			•														
24	Work as a group to solve a complex problem.																•	
85	Enter information on a graph.						•											
87	Create a process diagram						•											
116	Use MS Excel to create spreadsheets.														•			
136	Create an online folder system.														•			