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**PILOT ASSESSMENT BLUEPRINT**  
**Administrative Assisting (1221)**  
**Skill-Based (Performance)**

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<b>Job Description</b>	<b>Creating a Three-Page Report</b>  Participant will create a three-page Microsoft Word document by editing existing text, adding graphics, and accurately entering a table along with additional text. They will format tables, headings, and page numbers, and proof the document for spelling and grammar accuracy.
<b>Administration Time</b>	60 minutes
<b>Equipment, Supplies, and Materials Required</b>	<ul style="list-style-type: none"><li>• Computer with no internet access (must have access to Microsoft Word)</li><li>• Paper and pencil for notes</li><li>• The supplemental materials included in the “Job 2 – Student Materials” and “Job 2 – Evaluator Materials” folders</li></ul>