

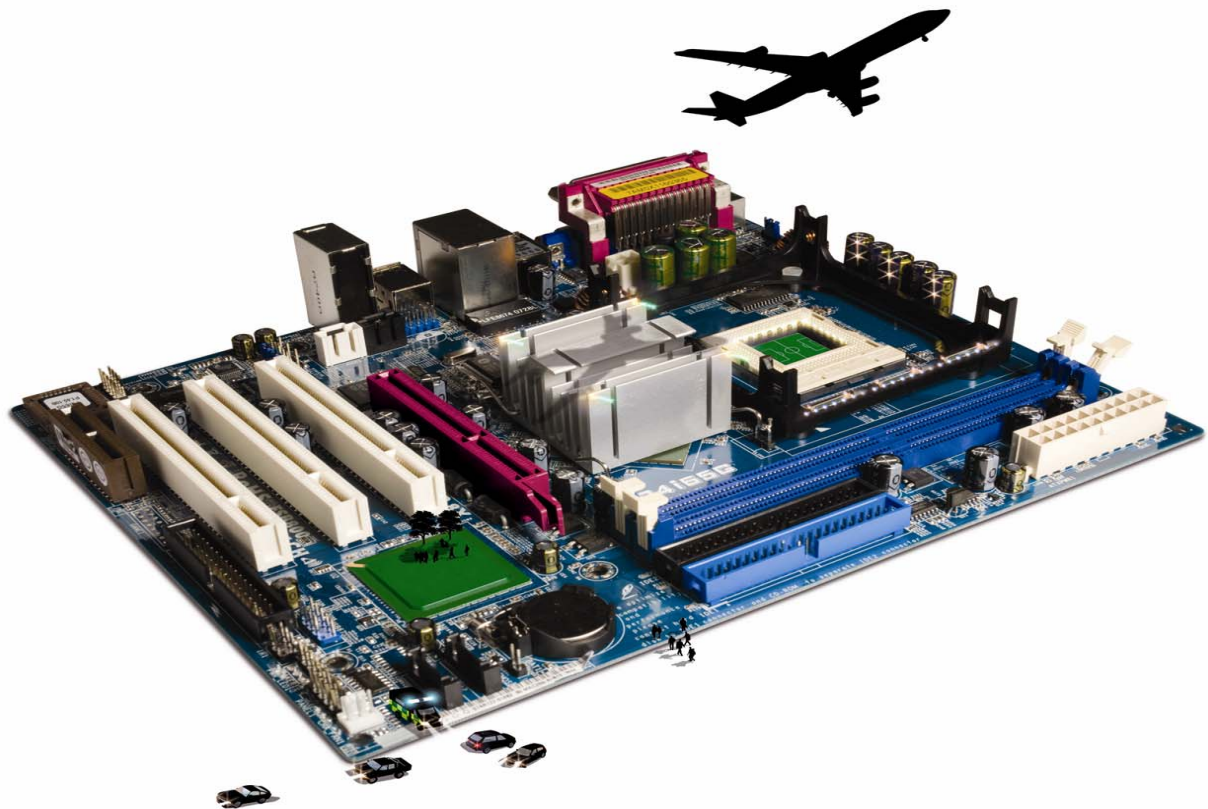
Start IT (iTQ)

Word processing software (4249-011)

Assignment guide for Candidates

Assignment B

QCA Ref: A/502/0167



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Word processing software (4249-011) Assignment B

Introduction – Information for Candidates

About this document

This assignment comprises **all** of the assessment for Word processing software (4249-011).

Health and safety

You are responsible for maintaining the safety of others as well as your own. You are asked to work safely at all times.

You will not be allowed to continue with an assignment if you compromise any of the Health and Safety requirements.

Time allowance

The recommended time allowance for this assignment is **one hour**.

Word processing software (4249-011)

Candidate instructions

You are advised to read **all instructions** carefully before starting work and to check with your assessor, if necessary, to ensure that you have fully understood what is required and complete the tasks in the order given.

Time allowance: one hour

Assignment set up:

This assignment is made up of **three** tasks

- **Task A** - Create a new word processing file
- **Task B** - Edit a word processing file
- **Task C** - Answer a few questions about word processing

Scenario

You are applying for a new job and need to write a covering letter to send off with your CV.

There are also three questions to be answered at the end of the assignment to do with word processing.

Task A - Create a new word processing file

- 1 Turn on and log into your computer.
- 2 Start a word processing application.

Open a new blank document and save it with the name:

- **Application.**

- 3 Input the following information as shown:

57 High Hill Road
Wellington
TH6 8JQ

Today's date

Manager
Amusement Circus
CASTLEDAWSON
BT99 9PW

Dear Sir/Madam

Please find attached my CV to support my application for the position of Trapeze Artist at the amusement park.

Yours sincerely

(Your name)

- 4 Check or change the font size so that it is **Arial 10** point.
- 5 Proofread and spell check the letter.
- 6 Save the document.
- 7 Print the document.

Continued over...

Task B - Edit a word processing file

- 1 Insert the text shown below, followed by one line space, after the main body of the letter above the words Yours sincerely:

I feel I have the skills and experience to do the job well.

- 2 Change the words **Trapeze Artist** to upper case and bold.
- 3 Change the word **sincerely** to **faithfully**.
- 4 Right align the first address.
- 5 Save the document with the name **Application Final**.
- 6 Print and close the document.

Task C - Answer a few questions about word processing

- 1 Locate and open the file called **Answer Sheet**.
- 2 Answer the questions. (You may do this electronically, by using handwritten answers or discussing the answers with your assessor).

Note: If you have answered the questions electronically then save your file.

Note

- At the conclusion of this assignment, hand all paperwork and any removable media to the test supervisor.
- Ensure that your name is on any removable media and all documentation.
- If the assignment is taken over more than one period, all removable media and paperwork must be returned to the test supervisor at the end of each sitting.

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