

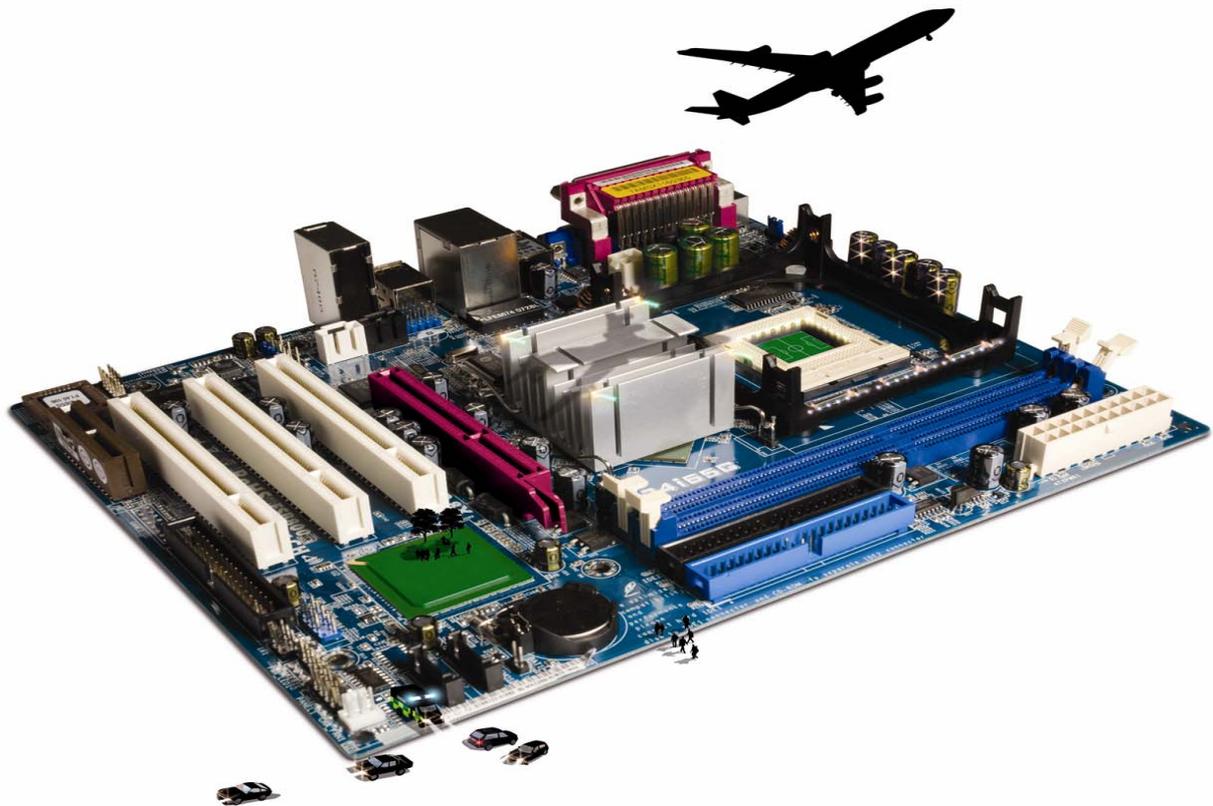
Start IT (iTQ)

Word processing software (4249-011)

Assignment guide for Candidates

Assignment A

QCA Ref: A/502/0167



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Word processing software (4249-011) Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises **all** of the assessment for Word Processing (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

Candidates 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** - Insert and edit text in a document
- **Task B** - Insert text in an envelope
- **Task C** - Answer a few questions about word processing

Scenario

You are applying for a position as a Security Guard and would like to send a letter in response to an advert in the local paper.

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

Task A

- 1 Turn on and log into your computer.
- 2 Start a Word Processing application

Locate and open the document called **Request**.
- 3 Fully justify the text.
- 4 At the top of the page at the left hand margin type your name and address or use the address provided below (use the format shown):

Ann Knight
15 Thistle Drive
Warrington
WH14 1YP

- 5 Leave one blank line space underneath the address and type in today's date.

Leave **two** blank line spaces underneath today's date.
- 6 Right align your name, address and the date.
- 7 On the line above the words 'I am responding ...', at the left hand margin, type the following text:

The Administrator
Human Resources
Miller and Sons Ltd
High Street
Warrington
WH 4 6TT

Leave **two** blank line spaces underneath.

- 8 At the left hand margin type the following text and leave one blank line space underneath:

Dear Sir/Madam
- 9 Make a new paragraph after the words 'Security Guard' by adding one blank line space.

Continued over ...

- 10 Start a new paragraph at the end of the existing text using the following (instructions in italics should **not** be copied but followed, add your own name where the words your name appears):

I look forward to hearing from you. My e-mail is (**yourname@btcontact.net**) and my mobile phone number is 099895641.

(Leave one line space and type the following)

Yours faithfully

(Leave four line spaces and type the following)

(Your Name)

- 11 Change the font of the whole letter to Arial 12 point.
- 12 Spell check and proof read the letter and make any changes.
- 13 Save the letter.
- 14 Print the letter.

Task B

- 1 Open the **Envelope** template.
- 2 Type the name and address of Miller & Sons, from the letter, onto the envelope.
- 3 Save the envelope with the name **Millers**.

Task C

Use the Answer Sheet on the next page to answer the questions.

Note: If you would like to answer the questions electronically you should ask your assessor to provide you with the file. Save the file with the name **Answers**.

Start IT
Word processing software (4249-011)
Assignment A
Candidate Answer Sheet

Name: _____ Date: _____

Answer the following questions, you may complete them electronically, by hand or discussing the answers with your assessor.

- 1 Name **two** documents that you could use Word Processing for other than a letter.

- 2 List **three** different types of formatting that can aid meaning in a document.

- 3 Name **one** tool that can be used to ensure that the document is accurate?

- 4 Why would you use a document template?

Hand this sheet to you assessor once you have completed it. Don't forget to put your name on it!

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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