Level 1 Producing simple word processed documents
(7266/7267-002)
e-Quals
Assignment guide for Candidates
Assignment A
(This assignment can be used as evidence of achievement of 7574-129 Word Processing Software)
About City & Guilds
City & Guilds is the UK’s leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

City & Guilds Group
The City & Guilds Group includes City & Guilds, ILM (the Institute of Leadership & Management) which provides management qualifications, learning materials and membership services, NPTC which offers land-based qualifications and membership services, and HAB (the Hospitality Awarding Body). City & Guilds also manages the Engineering Council Examinations on behalf of the Engineering Council.

Equal opportunities
City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement is available on the City & Guilds website.

Copyright
The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute 2010 and may not be copied, reproduced or distributed without prior written consent.

However, approved City & Guilds centres and learners studying for City & Guilds qualifications may photocopy this document free of charge and/or include a locked PDF version of it on centre intranets on the following conditions:

- Centre staff may copy the material only for the purpose of teaching learners working towards a City & Guilds qualification, or for internal administration purposes
- Learners may copy the material only for their own use when working towards a City & Guilds qualification

The Standard Copying Conditions on the City & Guilds website also apply.

Please note: National Occupational Standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Publications
City & Guilds publications are available on the City & Guilds website or from our Publications Sales department at the address below or by telephoning +44 (0)20 7294 2850 or faxing +44 (0)20 7294 3387.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds’ products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)20 7294 2800
F +44 (0)20 7294 2400
www.cityandguilds.com
learnersupport@cityandguilds.com
## Contents

**Unit 002 - Producing simple word processed documents Level 1**
(This assignment can be used as evidence of achievement of 7574-129 Word Processing Software)

**Assignment A**

<table>
<thead>
<tr>
<th>Introduction – Information for Candidates</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate instructions</td>
<td>3</td>
</tr>
</tbody>
</table>
Level 1 Producing simple word processed documents (7266/7267-002)
Assignment A
Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 1 Producing simple word processed documents (7266-002). This assignment can be used as evidence of achievement of 7574-129 Word Processing Software.

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 and a half hours.
Candidate instructions

**Time allowance: one and a half hours**

**Assignment set up:**

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

- Task A - Create a letter
- Task B - Amend a newsletter

**Scenario**

You work for Happy Homes Insurance Company. Your manager has asked you to produce a policy renewal letter for one of your customers and a newsletter to send to all of your existing customers.

Follow the instructions carefully. Complete the tasks in the order given.

Save your files frequently (at least after each task) with suitable version control numbering to enable you to revert to a previous word processing document should you need to.

**Task A - Create a letter**

1. In your work area or on removable/portable media create a new folder called **insurance**.

2. Open a Word Processing application with a new blank document.

   Ensure that the paper size is set to A4 and change the left and right margins to 2cm.

3. Insert the graphic **House 1** which has been provided.

   Position the graphic at the top, centre of the page and resize it to 3cm in height, maintaining the aspect ratio.

4. Insert the company address, below the graphic, exactly as shown. Format the text using 14 point Sans Serif and align it centrally.

   HAPPY HOMES
   Littleton by Grimsby
   North East Lincolnshire
   D3 4ZZ

Continued over …
**Candidate note:** Instructions where words on this page appear in brackets are instructions and should be followed **not** entered as data.

5. Set a left tab at 11 cm and a right tab at 16 cm.

Insert the following text as required using the left and right tabs and the correct spacing after each paragraph.

(Left align) (Left Tab) (Right tab)

Mia Kumar  
123 Alexander Place  
Little Town  
New Town  
North Lincolnshire  
DL37 R2J

Your Ref: AHT12517
Our Ref: PRZ230
Tel No: 0181 345 1234
Fax No: 0181 543 4321
Date: Today’s date

Dear Mrs Kumar

**Re: Home Insurance Renewal**

Thank you for choosing to insure your home with the **Happy Homes Insurance Company** over the past 12 months.

Yours sincerely

(Your name)
Product Assistant

Format the font to 12 point sans serif.

Use bold and italics where indicated.

Insert **your name** and **today's date** where shown.

6. Save your file as **letter1** to your folder **Insurance**.
7 Open the provided file named **Paragraphs**. Copy all of the data and insert it as a new paragraph after the paragraph ending

... *over the past 12 months*

8 Ensure that the font styles and sizes match the main body of the letter.

Save your file as **letter2** to your folder **Insurance**.

9 Insert a table after the second paragraph.

Make sure it fits from margin to margin and is of 3 columns and 4 rows.

Insert the following data:

<table>
<thead>
<tr>
<th>Type of Cover:</th>
<th>Premium:</th>
<th>Monthly Payment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings only</td>
<td>£198.00</td>
<td>£16.50</td>
</tr>
<tr>
<td>Contents only</td>
<td>£108.00</td>
<td>£9.00</td>
</tr>
<tr>
<td>Building and Contents combined</td>
<td>£306.00</td>
<td>£25.50</td>
</tr>
</tbody>
</table>

Make the headings of the table bold as shown. Right align the currency amounts.

Resize column 1 to fit the contents.

Make the other two columns equal, making sure the table is still margin to margin.

Right align the **Premium** and **Monthly Payment** titles.

10 Insert the text **Printout-1** as a footer and centre it across the page.

Print preview, proof read and spell check the document, correcting any errors that you find.

Print your document in portrait orientation.

11 Save the file as **Insurance1** to the **Insurance** folder and close the file.

**Continued over ...**
Task B - Amend a newsletter

1. Open the file `newsletter` provided.

2. Set the page to A4 landscape.
   - Change all margins to 3cm.

3. Adjust the two images to 2cm in height, maintaining the aspect ratio.

4. The first line of text should be in a 16 point sans serif font in blue.

5. The second line should be in a 14 point sans serif blue.

6. Centre both headings and the title.

7. Place the two pictures either side of the title.

8. Format all text that appears from… ‘We have decided’ to ‘Annually £300 Monthly £25’ as 3
   equals columns with a gutter/space of 1cm between each column.

9. Format all text in the columns as 14 point sans serif.

10. Insert the graphic `Car 1.jpg` provided in the space after £13,000*

11. Resize the image to 3cm high maintaining the aspect ratio.

12. Centre the graphic in the middle column.

13. Show the text for the premiums for each age group in column 3, as shown below:
   
   Under 25’s
   
   Annually £315 Monthly £27
   
   Over 25’s
   
   Annually £258 Monthly £22
   
   60+
   
   Annually £300 Monthly £25

Continued over...
14 Add the following text in a footer:

*see terms and conditions for details.

15 Format the text to 8 point Sans Serif.

On the next line of the footer enter your name, the date and Printout-2.

16 Proof read and spell check your document correcting any errors.

Print preview the document.

Print your document in landscape orientation.

17 Save the file as newsletter1 to the insurance folder.

Close the document and the Word Processing package.

When you have finished working:

- Sign each document above your name and label all removable storage media with your name.
- Hand all paperwork and removable storage media to your assessor.

If the assignment is taken over more than one period, all paperwork and removable media must be returned to the test supervisor at the end of each sitting.

End of assignment