Level 1 Producing simple word processed documents (7266/7267-002)

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Assignment guide for Candidates

Assignment B

(This assignment can be used as evidence of achievement of 7574-129 word processing software)

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(This assignment can be used as evidence of achievement of 7574-129 word processing software)

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Level 1 Word Processing (7266/7267-002) Assignment B

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Producing simple word processed documents (72667267-002). 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**.

Level 1 Producing simple word processed documents (7266/7267-002)

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Candidate instructions

Time allowance: One and a half hours

Assignment set up:

- Task A - Creating a letter
- Task B - Amending a newsletter

Scenario

You work for The Apex Museum. Your manager has asked you to produce a competition winner letter for one of your clients and to create a leaflet to be given out at the museum.

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 - Creating a letter

1 In your working area or on removable/portable media make a new folder called My Museum.

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

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

3 Insert the graphic **Museum1** which has been provided by your assessor.

Position the graphic at the top right of the page and resize it to 1.5cm in height, maintaining the aspect ratio.

4 Insert the company address below the graphic, exactly as shown:

APEX MUSEUM
Littleton by Walton
South Humberside
H4 1FG
Tel No: **0131 567 9876**
Fax No: **0131 765 6789**

Format the text using a 14 point Sans Serif font and right align it.

Continued over…

5 Set a left tab at 3.5cm.

6 **Note**: Instructions appearing in brackets should be followed **not** entered as data.

Insert the text in the table below as required with one clear line space below the company address you have just created using bold and italics as shown.

.

(Left align)	**(Left tab)**
Your Ref:	**JSE65399**
Our Ref:	**AWM114**
Date:	**Today's date**

Anita King
55 Rosaire Street
Little Town
New Town
South Humberside
HU56 Y7D

Dear Miss King

Re: *Apex Museum Competition*

Congratulations! The competition you entered at the start of the year has been drawn and we would like to congratulate you as you are the winner!

Yours sincerely

(Leave 3 clear line spaces here)

Your Name
Museum Assistant

Use the alignment shown above and the correct spacing after each paragraph.

Format the font to 12 point Sans Serif.

Use bold and italics where indicated.

Insert your name and today's date where shown.

7 Save your file as **letter1** in your **My Museum** folder.

Continued over…

8 Open the provided file named **Text**, copy all of the data provided and insert it after the paragraph ending:

…you are the winner!

As a new paragraph.

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

Save your file as **letter2** in your **My Museum** folder.

10 Insert a table after the third paragraph, as shown below:

Starter:	**Please Tick:**	**Main Course:**	**Please Tick:**	**Dessert:**	**Please Tick:**
Soup		Beef		Hot Chocolate Fudge Cake	
Prawn Cocktail		Pork		Lemon Cheese Cake	
Melon		Lamb		Cheese & Biscuits	

Make the width of the **Please Tick Columns** 1.75cm wide and adjust the others to maintain a professional looking document.

Centre align the headings and make them bold.

Centre align the whole table between the margins.

11 Insert the text **Printout-1** as a footer and right align it.

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

Print your document in portrait orientation.

12 Save the file as **Museum1** to the **My Museum** folder and close the file.

Continued over…

Task B - Amending a newsletter

1 Open the file **Leaflet** provided.

2 Set the page to A4 portrait and change all the margins to 3cm.

3 Change all the text in the document to a Serif font.

Format the heading to 18 point, centre aligned and change to a blue font colour.

The second line of text is the sub-heading and should be 16 point, centred aligned.

The remainder of the text should be 14 point.

Format the body text (not the heading or subheading) into 2 equal columns with a space between them of 1cm and make the text fully justified.

4 Insert the image **Art1.jpg** (which has been provided for you) below the text in the second column.

Make sure you leave at least one clear line space between the image and the text.

Resize to the graphic to 5cm in height, maintaining the aspect ratio and centre the graphic in the right column.

5 Add **your name**, **the date** and **Printout-2** as a footer and format the text to 10 point Sans Serif font.

6 Proof read and spell check the document correcting any errors.

Print preview the document and produce a printout.

7 Save the file as **Leaflet-1** to the **My Museum** 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

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