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

e-Quals

Assignment guide for Candidates

Assignment C

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

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Producing simple word processed documents (7266-002).

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)
Candidate instructions

Time allowance: One and a half hours

The assignment:

- Task A - Create and edit a Poster
- Task B - Document layout, using tables and tabs

Scenario

You work as a marketing assistant for Ace Price Products. You have been asked to create a poster to inform shoppers about a prize draw in their local store. You have also been asked to create a customer questionnaire to gather feedback from shoppers.

Read all of the instructions carefully and complete the tasks in the order given.

Task A – Create and edit a Poster

1 Open the document **Customer Survey** provided and make sure that the paper is set to A4 portrait.

2 Set the top, bottom, left and right margins to 2.5 cm.

3 Change the heading to **CUSTOMER SURVEY** and format this heading as font size 22, using a sans serif font. Format the heading as red, bold and centred.

4 Save the document as **Poster** to your work area.

5 Format all text, other than the heading, to size 16 point sans serif font.

6 Centre align the first **two** paragraphs below the heading.

7 Beneath the line 'The prizes are as follows:' insert **one** blank line.

Set left-aligned tabs at 1 cm and 4.5 cm.

Continued over…

8 Using the tabs that you have set, input the prize number using the first tab stop and the prize description using the second tab stop (exactly as shown below). Leave 1 clear space between each prize:

1st Prize	£50 Top Vacations Holiday Voucher
2nd Prize	£20 Top Price Shopping Voucher
3rd Prize	£10 Top Price Shopping Voucher

9 Format the text that you have just entered for 1st, 2nd and 3rd prize using an 18 point sans serif font, bold, and the same red as you used for the **CUSTOMER SURVEY** heading.

Save your file as **Poster 2** in your work area.

10 Ensure that there are **two** blank lines below the 3rd Prize line and edit the text "10 CDs to be won" to read:

10 boxes of chocolates to be won

Apply bold to the edited text.

Apply italics to the final paragraph:

Please place your completed customer survey questionnaire in the box at the Customer Services counter.

11 Using the find and replace facility replace all occurrences of the word **Top** with the word **Ace**.

12 Proofread and spell-check your document to make sure that all words are spelt correctly and are used in the correct context. Correct any errors.

13 Save the document in your user area/removable media with the name **Poster 3**.

14 Insert the image called **ace shopper** centre aligned beneath the main heading leaving one clear line above and below the image.

15 Change the size of the picture to 3cm in height, maintaining the aspect ratio.

Add a footer which includes your name, today's date and **Printout 1**.

16 Save the document in your user area/removable media with the name **Poster 4**.

17 Printout one copy of the poster, check the printout for any errors and if necessary modify and reprint.

18 Close all open documents.

Continued over…

Task B – Document layout, using tables and tabs

1 Open a new word processing document and set the paper size to A4 portrait.

2 Set the top margin to 4 cm and the bottom, left and right margins to 2 cm.

3 Insert a table with 2 columns and 6 rows.

4 Complete the table using the information shown below. Format all text exactly as shown including bullets and italics. (Your table may look different as the column widths will be wider. This is not an error).

CUSTOMER SURVEY **Please complete the questionnaire**	
How often do you shop here?	
What is the average amount you spend in store per visit?	
Do you mostly buy…? *(please tick all that apply)*	• Groceries • Electrical goods • Clothing • Home entertainment
What products would you like to be able to buy in store?	
Any other comments?	

5 Format all the text in the table using a 12 point sans serif font.

6 Merge the cells in the first row.

7 Edit the heading **CUSTOMER SURVEY** and make it bold, use a 20 point sans serif font and centre align it.

8 Format the text 'Please complete the questionnaire' to a bold, 16point sans serif font.

9 Save the document in your user area/removable media as **Survey1**.

10 Below the table set a dotted leader tab at 15 cm.

11 Open the text file **Customer Details** and copy and paste the text beneath the Customer survey table, where the leader tab has been set. Adjust line spacing (if required) so that the document fits to 1 page.

Continued over…

12 Centre align the final sentence '*When completed please place the questionnaire in the box at the customer services counter*' and format this as bold.

13 Add the header **ACE PRICE**, using a 36 point, sans serif font, made bold and right aligned.

14 In the footer, add your name, the date and **Survey 2**.

15 Spell check and proofread the document making any necessary changes.

Save the document in your user area/removable media with the name **Survey2**.

16 Close down all open documents and the Word Processing application.

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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