Level 1 Creating presentations using word processing, spreadsheet and presentation software (7266/7267-014)

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Assignment guide for Candidates
Assignment A

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Contents

Unit 014 Creating presentations using word processing, spreadsheet and presentation software

Assignment A

Introduction – Information for Candidates	2
Candidate instructions	3

Level 1 Creating presentations using word processing, spreadsheet and presentation software (7266/7267-014)

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Creating presentations using word processing, spreadsheet and presentation software (7266/7267-014).

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 Creating presentations using word processing, spreadsheet and presentation software (7266/7267-014)
Candidate instructions

Time allowance: One and a half hours

Assignment set up:

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

- Task A - Using a word processing application
- Task B - Using a spreadsheet application
- Task C - Combining information
- Task D - Using presentation software

Scenario

You work as Junior Administrator in a local health club. You have been asked to send information to new members regarding new pricing structures, refurbishment plans and course times.

You will use word processing and spreadsheet applications to do this and presentation software to provide continuous looping information to people who pass through the foyer.

Read all of the instructions carefully. You must carry out the tasks in the correct order.

Task A - Using a word processing application

1 Create a new folder within your work area named **Health Club**.

2 Open a word processing application and then open the file **letter text.txt**.

3 Format all of the text using a 12 point sans serif font.

4 Right align the address block.

5 Set the following margins:

Top	3cm
Bottom	2cm
Left	2.5cm
Right	2.5cm

Continued over...

6 Format the main body of the letter (5 paragraphs) as fully justified. (ie not the address, greeting or closure).

7 Insert and resize the **LOGO.JPG** graphic (provided by your assessor) into the top left of the letter so that it is opposite the address.

Resize the image to 1.75 cm maintaining the aspect ratio.

8 Paragraphs 2 and 3 are in the wrong order. Use cut and paste to swap them over.

9 Using the spell check facility, correct any errors you find (all proper names within the document are spelled correctly).

10 Proof read the document and correct any incorrect uses of words.

11 Replace the **<insert your name>** with your name.

12 Save the document to the **Health Club** folder in your work area with the name **Letterv1** with a suitable extension which is different from the original .txt file.

Close the document.

Task B - Using a spreadsheet application

1 Open a spreadsheet application.

2 Open the document **price list.csv** from your work area.

3 Resize columns A to C so that all of the text is fully displayed.

4 Using cell format tools, format B2 toB9 as **currency** to zero decimal places.

Use the national symbol for currency for your location i.e. £ or $ etc.

5 Format cell A1 as a percentage to zero decimal places.

6 Insert a formula in C2 which calculates the **Current Price** in B2 increased by the **Price Increase** in A1. Format the formula to allow for replication.

Repeat the formula in C2 to C3:C9.

7 Using cell formatting tools, format C2:C9 as **currency** to zero decimal places.

Use the national symbol for currency for your location, as before.

8 Format cells B1:C1 as bold, 12 point and sans serif. Resize the columns to ensure all of the text is fully displayed.

Continued over...

9 Save the spreadsheet with the title **NewPricesv1** in the **Health Club** folder, using a format which will keep the formatting and formula.

10 Save the spreadsheet in formula view in the same folder with the title **NewPricesv2**, ensuring all information is fully displayed.

11 Close your spreadsheet.

Task C - Combining information

1 Open the **Letterv1**.

2 Open the spreadsheet **NewPricesv1** and copy cells A1:C9

In **Letterv1** after the paragraph ending '*…to stay in line with the annual fee*.' Enter 1 line return and paste the cells you have copied from the spreadsheet (they will appear as a table).

3 Centre the inserted table.

4 Delete the text **10%** shown in cell A1 of the table.

5 Format the table to 12 point using the same font as the rest of the letter.

6 Align the second and third columns to right aligned.

7 Format the club name and address at the top right of the page, so that the text is in a mid-blue similar to the colour of the **Sportzone** text.

Save your document as **Letterv2**.

8 Beneath the line **Club Administrator** insert a page break to create a second page.

9 Open the document **ClassSchedule.rtf** and copy and paste the table into the second page of **Letterv2**.

10 Create a page footer using the following information:

Candidate Name, **Page x of xx** (using automatic page numbering) and **today's date** in dd/mm/yyyy format.

Format the footer using a size 10 point font the same as the body text.

The text should be centre aligned.

11 On page 2 above the table insert the following text:

Please find below, the class schedule for this year.

Centre the text and enter 1 line return.

12 Save your document as **Letterv3**.

Close down all open documents and the word processing application.

Continued over...

Task D - Using presentation software

1 Open a Presentation Graphics package and create a new blank presentation with 4 slides.

2 Open the file **PresentationText.txt** copy and paste the text for each slide as shown to slides numbered 1 to 4 (do not copy the headings Slide1, Slide 2 etc).

3 On **Slide 1**

Format **Cozborough Country Club** as a title and **Now part of the Sportzone Group** as the subtitle.

Format the title to Arial 48 point and centre it.

Format the sub-title to Arial 32 point and centre it.

Below the subtitle on **Slide 1** insert the **Logo** from your work area and resize it to 3 cm high, maintaining the aspect ratio. Centre the Logo horizontally.

Change the title font colour to match the colour of the logo.

Save your file as **Presentv1** in your **Health Club** folder.

4 On **Slide 2**

Change **Forthcoming Refurbishment** to a title formatted in the same way as the title in **Slide 1**.

Format the remaining four lines of text as a bulleted list in Arial 28 point.

- **£250,000 worth of new Gym equipment**
- **2 Tennis Courts**
- **Bowling green**
- **Five a side football pitch**

Save your file as **Presentv2**.

5 On **Slide 3**

Move the text to the left hand side of the slide and then insert the images **Bike.jpg** and **Treadmill.jpg** into the right hand pane.

Place the images one above the other on the right hand side. (Do not resize the images).

Format all of the text to Arial 28 point and move the element to achieve a balanced look and make sure all text is clearly visible.

Save your file as **Presentv3**.

Continued over...

6 On **Slide 4**

Format the text **New Class Schedule** to the same as the title on **Slide 1**.

Insert the image **Schedule.jpg** beneath the title and resize it to 22cm in width maintaining the aspect ratio.

Save your file as **Presentv4**. Close your file, all documents and the application.

7 Open your **Letterv3** file and print it.

8 Open and print your **Presentationv4** as a handout with 4 slides to a page.

9 Close any open documents, and applications and shut down the computer.

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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