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

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e-Quals
Assignment guide for Candidates
Assignment B

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

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

The assignment:

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

- Task A - Using spreadsheet software
- Task B - Using word processing software
- Task C - Using presentation software

Scenario

You work as an assistant for a busy telephone sales company.

You have been asked to complete the sales worksheet for March, so the report and presentation can be updated and given to the management team,

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

Task A – Using spreadsheets

1 Open the spreadsheet **First Quarter 08**, and go to **worksheet Mar08**.

Enter the following data for **Week4**

- Bill 110
- Bob110
- Ben110
- Betty 220.

2 Copy the formula from **Week2** cell **C8** into the following two cells:

- **Week 3**, cell **D8**
- **Week 4**, cell **E8**.

Continued over…

3 Calculate the monthly sales for **Bill** into cell **F4**.

4 Copy the formula in **F4** to the cells **F5** to **F8**.

5 Copy the cell border and fill colour shown in **row 8** of **Jan08** and **Feb08** to **Mar08**.

6 Create a **column graph** that shows the weekly sales for **all** salespersons for the month of **Mar08**, as shown in **Jan08** and **Feb08**.

- Add the Heading **March Sales Report**.
- Add a 'Y' axis label **Amount**.
- Add a suitable legend to the graph.

Ensure that the graph does not cover any cell data.

7 Create a folder named **1st Qrt 2008**.

Save the spreadsheet as **1st Qrt 08 comp** in the folder **1st Qrt 2008**.

Task B – Using word processing software

1 Open the word processing file **1st Qrt Sales Report 08**.

Copy and paste the graph that you have just created into **page 4** under the subheading **March 08** and centre align it.

Adjust the size of the graph so that it is similar to those on the previous pages and fits onto **page 4**.

2 Directly under the **March 08** graph copy and paste the **data table** centrally. Include the row and column headings for **March** from the **Mar08** worksheet (ensure that the data table is a similar size to those on previous pages).

3 On **page 5**, under the heading **Conclusion** there is a table which needs the right hand column filled in.

Using the data found in the three monthly worksheets fill in the right hand column.

4 Go to **page 2** and update the page numbering in the **Table of Contents**.

5 Save the word processing document as **1st Qrt Report 08** in the folder **1st Qrt 2008**.

6 Close the spreadsheet.

Continued over…

Task C – Using presentation software

1 Open the presentation **1st Qty Sales Report 2008**.

2 Insert the provided image **Logo.gif** on **slide 1**, between the title and the date.

Ensure that the image is centred on the slide.

3 Go to **slide 2** and insert the missing month.

4 On **slide 6** insert the **March** graph and **data table** saved in the document **1st Qrt Report 08**. Position the graph and data table so that they do not overlap and are aligned similar to the graph and table on **slide 4**.

Set the background fill colour for the table to be the same as the slide background.

5 Copy and paste the **Conclusion** table from the **1st Qrt Report 08** and insert it into **slide 7**.

Adjust the text on the slide to create five square bullet points similar to the one shown on **slide 2** and set the font size to 30 pt.

6 Save the presentation as **1st Qrt Presentation 08** in the folder **1st Qrt 2008**.

7 Close all open applications.

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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