Level 2 Using word processing software to adapt and merge documents (7266/7267-022)

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Assignment guide for Candidates
Assignment A

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Contents

Unit 022 - Using word processing software to adapt and merge documents Level 2

Assignment A

Introduction – Information for Candidates	2
Candidate instructions	3

Level 2 Using word processing software to adapt and merge documents (7266/7267-022) Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 Using word processing software to adapt and merge documents (7266/7267-022).

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 **two hours**.

Level 2 Using word processing software to adapt and merge documents (7266/7267-022)
Candidate instructions

Time allowance: Two hours

The assignment:

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

- Task A - Setting up a letter head
- Task B - Creating a newsletter
- Task C - Modifying a newsletter
- Task D - Carrying out a mail merge

Scenario

You work for a martial arts club called Shirokaze Do. Your manager has asked you to produce a newsletter for new and existing members.

You have also been asked to send a letter to a selection of members, telling them about future courses that may be of interest.

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

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

Task A – Setting up a letter head

1 Create a folder in your work area or on removable/portable media called **Karate**. Copy the data files provided to your folder.

2 Capture a screen print showing all the files in your **Karate** folder. Insert this screen print into a document with the title **screen print 1**. Save the document as **Evidence** with a suitable extension to your **Karate** folder.

Do not close this document, as you will insert screen prints into this document through the assignment. At the end of the assessment you will print out this **Evidence** file.

3 Open a new Word Processing document and ensure that the document is set to A4, portrait with top and bottom margins of 2cm, set both left and right margins to 2.5cm.

Continued over…

4 Insert the three graphics **name.jpg, shotokan.gif** and **symbols.gif**.

Remove excess white space from the **name.jpg** graphic.

Group the three images together with the file **name.jpg** appearing above the other two graphics and resize to form a logo that is 2cm in height (maintaining the aspect ratio).

Align the graphics into the centre of the header section, creating a company logo.

5 In the header section insert the graphic **logo1** on the left hand side.

Resize the picture to 1.7cm high (maintaining the aspect ratio).

6 In the header section insert the graphic **logo2** on the right hand side. Resize the picture to 1.7cm high maintaining the aspect ratio.

7 Insert the following text below the logo that you have created in the top right hand corner. Use a 12pt serif font and right align it:

Sensei Drayton
125 West Haven Road
Cozenbury
Cozchester CZ14 7RB

Ensure the document is proof read for accuracy.

8 Create a new custom dictionary called **Karate.dic** in your **Karate** folder and make this the default dictionary.

Use a spell check facility to check the document for errors adding any unrecognised words such as **Cozchester** to the new dictionary that you have just created.

9 Save the document in your **Karate** folder. The document should be saved as a template with the name **Letterhead** with a suitable extension.

Create a screen print which shows your template saved within the **Karate** folder. Copy this into your **Evidence** file and label this as **screen print 2**.

Save the document as **Evidence**. Do not close the document.

10 Insert **your name**, **the date** and **Printout-1** in the footer and print out your **Letterhead** template.

Save the file as **Letterhead v2** (without changing the file format)and close the document.

Continued over…

Task B – Creating a newsletter

1 Open the file **Newsletter info** and set all margins to 1cm.

In the top left hand side of the document insert a graphical text (Word Art or similar) reading **Shotokan Magazine** which slopes up from left to right.

The text should be approximately 3 cm high by 10 cm in width. Format the graphic using a two tone gradient.

After the graphic is positioned ensure that no existing text is hidden.

Use proof reading skills to ensure that the document maintains the look of a professional document and adjust as necessary.

After the word **Shotokan** on the first line insert **Logo3** at 0.5 cm high maintaining the aspect ratio.

2 Insert the graphic **Logo1** in the top right hand corner. Resize it to 2 cm high (maintaining aspect ratio).

3 Create a new style for the headings within the document. The style should be called **News Heading** and the text within the style should be 10 point, using a sans serif, bold and left aligned.

Format the 5 headings within the document using this style.

4 Create a new style called **News Body** using a 9 point sans serif font and fully justified.

Format **all** text **apart** from the 5 headings within the document using this style.

5 In between the paragraph starting "Master Funakoshi Gichin laid out…" and the heading "Kata" insert the file **Principles.txt**.

Format this text using the **News Body** style. Add bullets using an arrow style and split the text into two columns of equal width. All text within the main body of the document should also use this style.

Ensure the space between the columns is 1.27 cm.

6 Use the spell check facility to identify any American spellings and change them to English (UK).

Note: all names and karate terms within the document are spelt correctly.

7 Save the file as **Newsletter in progress** within the **Karate** folder created earlier.

Continued over…

Task C – Modifying a newsletter

1 Format the two sections (**Kata** and **Kumite** up to "Rank System") so that it is also formatted as two columns.

The columns should match those of the previous section eg equal width with a space between of 1.27 cm.

Insert a column break to ensure that the right hand column starts with the heading **Kumite**.

2 A space has been created within the left hand column. Within this space insert the **Kata.csv** file and format it as a two column table.

The headings within this table should be formatted using the **News Heading** style you created earlier and the main body of the table should be formatted using the **News Body** style.

3 You should ensure that the two headings **Kata** and **Kumite** are balanced in the two columns.

Remove all borders from the table you have just created.

Save your document as **Newsletter in progress 1**.

4 Ensure that these two columns do not split across the page and that the second page starts with the heading **Rank System**.

5 In the footer insert the page number and number of pages in the format **page x of y pages** (where x is the page number and y is the number of pages).

Ensure the footer also shows **your name** and the **title Printout 2**. The footer should be formatted using a 10 point serif font and should be right aligned.

6 Save the file as **Newsletter in progress 2** within the **Karate** folder you created earlier.

7 Before the **Further reading** section insert the following text exactly as shown:

The Kata that you will need to learn and perform to the required standard in order to gain a brown belt are shown below, in our next newsletter we will cover the first two of the Kata in greater detail.

8 Change the heading **Further reading** to **Further reading and Common Karate Terms**. Insert the graphic **Table.jpg** immediately below **Further reading and Common Karate Terms**, ensuring that the graphic is 10 cm in height (maintaining the aspect ratio).

9 Ensure that the newsletter does not exceed 2 pages.

Save your document as **Newsletter in progress 3**.

10 Print the document. Save the file as **Newsletter** with a suitable extension and close the document.

Continued over…

Task D - Carrying out a mail merge

1 Open a new document based on the template you created in **Task A**.

2 Copy and paste the text from **Letter.txt** into your new document. Format the text using the same font as used for the company address but fully justified.

3 Using the current document as a mail merge document, together with **Membership List.xls**, create merged letters for each entry in **Membership List.xls.** Ensure that you complete the address block etc. Use the merge field facilities to insert text after '…our normal midweek session' to say:

Kyu grade	Message
>=8	As you are a relative newcomer to Karate, I believe you would also benefit from attending this session; this will be free of charge.
otherwise	If you feel that you wish to reinforce the basic techniques it would be useful for you to attend, I may also call upon you to assist in demonstrating techniques.

4 Print the unmerged document showing the mail merge fields.

Save the document as **Letter**, not merged, within your folder.

5 Carry out your mail merge. Amend the footer to read **Printout 3**. Save the document as **MergedLetter** to your folder.

Print the merge letters for **1** and **19** only and one copy of your newsletter. Write your name and date on these printouts, together with the name **Printout Member 1** and **Printout Member 19** respectively.

Close all open documents other than your **Evidence** document.

6 Ensure all created files and original files are inside the folder you created in **Task A**. Create a screen print showing these files. Label the screen print as **Screen Print 3**.

7 Ensure your **Evidence** document has **your name**, the **date** and **Printout 4** in the footer and has been resaved.

8 Print your **Evidence** document.

9 Sign all of your documents above your name and hand these, together with your data files, to your supervisor.

Continued over…

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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