Level 2 Combining word processing, spreadsheet and database applications to present information (7266/7267-029)

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Assignment guide for Candidates
Assignment A

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Level 2 Combining word processing, spreadsheet and database applications to present information (7266/7267-029)

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 combining word processing, spreadsheet and database applications to present information (7266/7267-029).

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 Combining word processing, spreadsheet and database applications to present information (7266/7267-029) Candidate instructions

Time allowance: Two hours

The assignment:

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

- Task A - Produce a letter
- Task B - Edit a spreadsheet
- Task C - Create and modify a database
- Task D - Produce a mail merge

Scenario

You work as an administrator for Cozborough Hall Golf Club. You have been asked to use word processing, spreadsheet and database software to present various pieces of information.

Save your files frequently (at least after each task) with suitable version control numbering to enable you to revert to a previous versions should you need to.

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

Task A – Produce a letter

1 Start your computer and login.

2 Make a New Folder in your work area or removable media called **Golf**.

Open a Word Processing application and start a new word processing document. Save it as **Evidence** with a suitable extension in the folder you have just made.

Any screen prints you are asked to take should be inserted into this document with suitable captions and evidence of version control should be shown.

Continued over…

3 Open a new blank document, using portrait orientation, and modify the margins to:

Top:	1.5cm
Bottom:	2.5cm
Left:	2.0cm
Right:	2.0cm

Insert the file **Letter.txt**.

4 Format all text using a 12 point sans serif font.

5 Right align the Cozborough Hall Golf Club address block.

6 Move the second paragraph starting: 'Can I remind you….' so that it becomes the third paragraph.

7 Spell check the document, correcting any spelling errors found. All names are to be spelt correctly.

8 Proof read the document and correct any errors found.

9 Change the layout of the four main paragraphs in the document to fully justified.

10 Insert the image **Company Logo.gif**, and resize it to 3.5 cm high maintaining the aspect ratio.

Place it at the top left of the document, directly opposite the company address.

11 **Cozborough Hall Golf Club** is to offer other sports and cultural facilities and is to shorten its name to **Cozborough Hall**.

Using a search and replace tool remove all references to 'Golf Club' ensuring any unnecessary spaces are also deleted. Evidence your search and replace using a screen capture and paste this into your **Evidence** document.

In the first paragraph after '…renewing you membership' delete the word 'with' and insert a comma after 'membership' and insert the following:

'you will note we have changed our name to Cozborough Hall. We hope you will enjoy our new facilities'.

Delete the word 'as' from the next sentence.

Proof read and amend the document to ensure there is no incorrect punctuation or grammar.

Continued over…

12 Format all text from 'Dear….' to the end of the last paragraph as 1 ½ line spacing, ensuring the document fits on to one page.

13 Save the document into the **Golf** folder as **Letterv1** with a suitable file extension.

Close the letter.

Task B – Edit a spreadsheet

1 Open a spreadsheet application with a new blank spreadsheet. Import the datafile **Handicapping.txt** (this is a comma separated file) into Cell **A1**.

2 Format the whole document as Arial 12 point, ensuring all data is fully displayed and all numerical data is right aligned at all times.

3 Merge cells **D1** and **E1** ensuring the content is centred.

Merge cells **F1** and **G1** ensuring the content is centred.

Merge cells **H1** and **I1** ensuring the content is centred.

4 Left align column **A**.

5 Embolden Rows **1** and **2**.

6 Input the following text into the specified cell

- **J2** 'Lowest Score'
- **K2** 'Difference From Par'
- **L2** 'Handicap'

7 Enter a function into **J3** which finds the lowest score for handicapping attributed to **John Adkin**.

8 Enter a formula in **K3** which finds the difference between the **lowest score** and the **Course Par** ensuring the formula is suitable for replication.

9 In **L3** enter a function that shows 28 if the **Difference** from **Par** is greater than or equal to 28 or that shows 0 if the **Difference** from **Par** is less than or equal to 0, and otherwise shows the **Difference** from **Par**.

10 Replicate the formulas in **J3:L3** downwards for all records.

11 Save the spreadsheet in the **Golf** folder as **Handicapsv1** with a suitable extension and close the spreadsheet and application.

Continued over…

Task C – Create and modify a database

1 Open a database application and a new blank database called **Membership List** within the **Golf** folder.

2 Import the **Data.txt** file into a new table called **MemberData_tbl** (this is a comma separated file). Ensure the first row contains field names. Choose the player ID as the primary key.

3 Open the spreadsheet file **Handicapsv1**. Copy the column of data containing **Handicaps L3:L102**. Paste this data into the **Handicap** field of the **Member Data table**.

Modify this field data type to number with a byte field size.

4 Query the database to find all players with a **Handicap** of **8** or **below**.

Use all fields in the query.

Save this query as **EligibleforCompetitions_qry**.

5 Run the query and select only the following fields for display:

- **First Name**
- **Last Name**
- **Town**
- **Telephone**

Publish or copy and paste the results of your query into a new word processing document.

Add a column to the right of the **telephone** column and add the heading **Confirmed**.

Add the following text above the table (using line spacing as shown and replacing Candidate Name with your own name):

'Details for Captain's Invitational Event.

Hi Joe, the members below have a handicap of 8 or less, could you ring the members listed and invite them to attend the captain's invitational event, which is to be held here on the 23rd of next month. Could you please tick in the final column if they will be attending.

The competition will tee off at 8:00am

Thanks in advance

Candidate Name'

Format the first line of input using a bold, 18 point serif font and centred, all other inputted text using a 12 point serif font and fully justified.

Continued over…

6 Save the document in your **Golf** folder as **Invitational Event** using a file type which maintains formatting but is suitable for use in other word processing applications.

Close the file and the application.

7 Return to your database, and using the whole **Member Data table**, create a new query, using the following fields

- First Name
- Last Name
- Address 1
- Address 2
- Town,
- County
- Postcode
- Handicap

Search for any member who lives in the county of **Cozborough**, sort your query ascending by **Handicap**.

Save the query as **CozboroughMembers_qry**.

8 Generate a report based on the **Member Data table**. Use a stepped layout, landscape orientation and bold.

Use all fields apart from **Player ID**, and group the report by **Handicap**, sorting ascending on **Last Name** and then on **First Name**.

Save the Report as **MemberHandicapsv1_rpt**.

Centre the title in the middle of the page and edit to read 'Member Handicaps' ensure all data is fully displayed.

Insert the picture **Golfer.gif** into the top left and right of the report header.

Modify the page footer to include **your Name**, **Printout 1**and **the date** (if not already present on each page).

Save the Report as **MemberHandicapsv2_rpt**.

Print out the **first page** of your report only and sign above your name.

Continued over…

Task D – Produce a mail merge

1 Open the spreadsheet **Handicapsv1** and insert two new columns before column **J**.

Merge **J1:K1** and add the title **4th ROUND**.

Add the following text into the appropriate cell:

- J2: Actual Score
- K2: Score for Handicapping
- J22: 77
- K22: 75
- J76: 75
- K76: 72
- J102: 79
- K102: 74

Modify the formula/function in column **L** for these players only, based on the 2nd, 3rd and 4th round scores for handicapping only.

Note any changes in **Handicap** and modify the **Handicap** of the appropriate member record in the **Members Data table** within the **Membership List** database.

Save the spreadsheet as **Handicapsv2** with an appropriate extension and close the spreadsheet and the application.

2 Open the **MemberHandicapsv2_rpt** and format the data in the **Handicap** field so that it is 16 point and bold. **Do not** format the field heading.

Save the report as **MemberHandicapsv3_rpt**.

Change the footer to read **Printout 2** and print the **first page** of your report and sign above your name.

3 Open a spreadsheet application with a new blank spreadsheet, import the file **Timetable.txt**, this is a comma separated file.

Create a column chart using **Course Length** for the first seven rows.

Ensure that a different colour is displayed for each bar. Give the chart the title of **Course Yardage** do not use an **X** axis title (remove any title that is auto generated). Use **Yards** as the **Y** Axis.

Insert or modify the legend to show the club names to identify the columns. Place the chart as an object in the current sheet below the data.

Ensure the scale on the **Y** axis has a minimum value of **6000** and a maximum value of **7200**.

Save the Spreadsheet as **Timetablev1** with a suitable extension.

Continued over…

4 Open the word processing document **Letterv1** and insert a break at the bottom of the letter so that the document is now two pages long.

Change the page setup on the second page to landscape format

Insert the data table (A1:H15) from **Timetablev1** into the second page of the letter.

Ensure all data is fully displayed. Headings should be shown over two lines and formatted as bold and all data centred within the column both vertically and horizontally.

Format all borders to ½ point.

Save the document as **Letterv2**.

5 Using **Letterv2** as a form letter, and replacing the text within the table identified by < … …> with the appropriate field from within the Cozborough Members_qry, construct a merge document.

Replace the text <Student Name> with your own name.

Merge the records and print the letter for **Luke Carter** (ignore font size change). Label as **Printout 3** and sign above your name.

Save the document using version control. Merge all the records into one document and save with version control.

Close the document.

6 Take a screen print of all files saved in the **Golf** folder and paste into the **Evidence** document and label as **Screen Print 3**.

Save the evidence document.

Close down all open 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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