# Level Combining applications to create presentations (7266/7267-032)

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## e-Quals
## Assignment guide for Candidates
Assignment A

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**City & Guilds**
**1 Giltspur Street**
**London EC1A 9DD**
**T +44 (0)20 7294 2800**
**F +44 (0)20 7294 2400**
**www.cityandguilds.com**
**learnersupport@cityandguilds.com**

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**Unit 032 – Combining applications to create presentations Level 1**

Assignment A


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# Level 2 Combining applications to create presentations (7266/7267-032)
# Assignment A

Introduction – Information for Candidates

## About this document

This assignment comprises all of the assessment for Level 2 Combining applications to create presentations (7266/7267-032).

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## 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 applications to create presentations (7266/7267-032)
# Candidate instructions

## Time allowance: Two hours

## Assignment set up:

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

- Task A  - Set up a template
- Task B  - Using word processing software to create a document
- Task C  - Using formulae in a spreadsheet
- Task D  - Filtering formulae in a spreadsheet
- Task E  - Printing selected formulae
- Task F  - Using presentation software to create a presentation

## Scenario

You work as an Administrator for Ambrosius Oils Ltd. You have been asked to create a company template for use with letters to send to suppliers, create letters from the template, find and manipulate data from a spreadsheet to produce and order a new supply of oils.

You will be showing your oils at a local alternative healing fair and you have been asked to create a presentation to introduce your company to new clients. The presentation will run on a stand alone computer outside your presentation room.

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

Continued over…

## Task A - Set up a template

1 Create a folder in your work area or on removable media named **Orders.**

2 Open a new word processing document and in the header section, insert the graphic file **Oils1.jpg** align and centre it.

Resize the picture to a width of 10cm, maintaining the aspect ratio.

3 Below the image, but still in the header section, insert the following text:

| |
|---|
| Ambrosius Oils Ltd – 1a Merlin Road – Llanelli SA15 1BZ<br>*(insert 1 return here)*<br>Phone 09925 256365<br>(*insert 2 returns after the telephone number)* |

Centre the text and format to a sans serif font at a 12 point, close the header section.

4 Save this file to your work area or removable media with the name **Ambrosius1** with a suitable extension for a template in your folder, close this file.

## Task B - Using word processing software to create a document

1 Open the file **letter.txt**.

2 Open a new document based on the **Ambrosius1** template you created in **Task A**.

3 Import or copy and paste the **letter.txt** text into the document and close the text file.

4 Format all text in a Sans Serif type font at 12 point.

5 Correct any spelling errors (note: proper names are spelled correctly).

6 Replace **Date** with today's date in dd/mmm/yyyy format and **(Your Name)** with your own name.

7 Save this file to your folder with the name **Ambrosius2** with a suitable extension and close the file.

Continued over…

## Task C - Using formulae in a spreadsheet

1 Open spreadsheet software and a blank spreadsheet.

2 On sheet 1, import the file **Oils1.txt** into cell A1; this is a delimited file with tab delimiters.

3 Rename the sheet from **Sheet 1** to **Essential Oils**.

4 Select sheet 2 and import the file **oils2.txt** this file is a delimited file with comma delimiters.

5 Rename the sheet from **Sheet 2** to **Base Oils**.

6 Save this file to your folder with the name **Oils1** with a suitable extension.

7 On the **Essential Oils** sheet enter a formula in column F3 that calculates the value using the data in columns D and E. Replicate this formula for the rest of the oils. Format the column as currency to 2 decimal places and ensure all information fully displayed.

8 On the **Base Oils** sheet enter a formula in column E3 that calculates the value using the data in columns C and D, replicate this formula for the rest of the oils, format the column as currency to 2 decimal places and ensure all information fully displayed.

9 A change of policy means we no longer wish to hold stocks of essential oils in excess of our **Max Stock** and we don't wish to order less than our **Min Order** level.

On the **Essential Oils** sheet, change cell B1 to read 100, enter **Min Order** in cell C1 and the value 50 in D1. Enter a function in cell G3 that checks if the data in E3 is less than or equal to the **max stock level** in B1 and less than or equal to the **min order level** in D1. If the values meet both criteria a message should be returned that says: 'order' but otherwise returns a message to say 'leave'. Format the function for replication and replicate down the rest of the column for all oils and ensure all information fully displayed.

10 On the **Base Oils** sheet enter a formula in F3 that checks if the quantity in D3 is more than or equal to the value in B1. If the quantity is more than or equal to it should return a message saying 'leave' but otherwise returns a message saying 'order'. Format the formula for replication and replicate down the rest of the column for all oils.

11 Save this file to your folder with the name **Oils2** with a suitable extension.

Continued over…

## Task D - Filtering formulae in a spreadsheet

1 On the **Essential Oils** sheet use filtering to show only those oils you need to re-order.

2 On the **Base Oils** sheet use filtering to show only those oils you need to re-order.

3 Rename **Sheet3** to **Order**.

4 On the **Essential Oils** sheet copy **row 2** and the items requiring **re-order** and paste to the **Order** sheet starting in cell **A1** retaining both the formula and the format.

Delete the **Source** column. Replace all the numbers in the in stock column with the value **50**.

5 On the **Base Oils** sheet copy the items requiring reorder and paste retaining formula and format to the **Order** sheet starting under the last entry. Replace all the numbers in the in **stock** column for these entries with the value **75**.

6 Rename **In-Stock** with **Qty** and delete the **Reorder** column, resize the columns so that all data is displayed.

7 In cell **E12** insert a formula that calculates the total order cost.

8 Make both the column titles and the total bold, ensure all fonts are the same type and size and all information is fully displayed.

9 Save this file to your folder with the name **Oils3** with a suitable extension.

## Task E - Printing selected formulae

1 On the **Essential Oils** sheet, set the print area to show all data except row 1.

Place 'your name', the date 'dd/mmm/yyyy' and **Printout 1** in the footer.

Print a formula printout of the spreadsheet in **landscape** orientation with gridlines, rows and column headings, ensuring all information and formulae are fully displayed. Fit to 1 page by 1 page.

2 On the **Base Oils** sheet, and set the print area to all data except row 1.

Place your name, the date 'dd/mmm/yyyy' and **Printout 2** in a footer.

Print a formula printout of the spreadsheet in **landscape** orientation with gridlines and row and column headings, ensuring all information and formulae are fully displayed and fit to 1 page by 1 page.

3 Save this file to your folder with the name **Oils4** with a suitable extension.

Continued over…

4 Open your file **Ambrosius2**.

5 On the order sheet of your spreadsheet, copy the area containing the order details and paste into the **Ambrosius2** document after **paragraph 1**. Ensuring the line returns before and after the table are consistent.

Format all text to achieve consistency and fit, ensure all data and titles for **Cost**, **Qty** and **Value** are aligned to the right. Ensure there are five clear returns between the greeting and name for a signature.

6 Save this file to your folder with the name **Ambrosius3**.

7 Add the title **Printout 3** to the footer and print the file. Close this file and your spreadsheet.

## TASK F - Using presentation software to create a presentation

1 Open a presentation application with a new blank presentation including a title slide.

2 Open or copy the file **Present.txt** into a word-processing application.

3 Format the first paragraph, Ambrosius Oils Ltd, to a script type font at 44 point and centre align.

4 Format the second paragraph in a Sans Serif type font at 32 point and centre align.

5 Format the third paragraph in a Sans Serif type font at 24 point and centre align.

6 Format **paragraph 4** in a Sans Serif type font (except the company name which should be formatted as the script above). Format all sans serif at 36 point and centre align including the writing in your script font.

7 Copy the company name from your word processed document and paste into the title slide of your presentation, in the title space keeping the format and layout.

8 Copy and paste **paragraph 2** to the sub-title space keeping the format and layout.

9 Above the title insert the graphic file **Oils1.jpg** moving the elements around if needed so that the slide is balanced and resize title box to 22cm wide and increase the size of your font to fit the box.

10 Insert a second blank slide. Copy and paste **paragraph 3** to this slide and resize the text box so that it is 11 cm wide and centre it.

11 On each side of the text box insert the graphic file **Oils2.jpg** ensuring that the elements are in line.

12 Copy and paste **paragraph 4** to a new blank slide keeping the format and layout, resize the company name (script font) to 60 point.

Continued over…

13 Copy **slide 1** to the **slide 4** position, select the slide and delete the subtitle field.

14 Position the two remaining elements vertically so they appear balanced.

15 Apply a dissolve transition to the whole of the presentation timed for 7 seconds between each slide.

16 Check that the presentation works and save this file as a self running slide show to your folder with the name oils and a suitable extension.

17 Place 'your name' the date 'dd/mmm/yyyy' and **Printout 4** in the footer and print the presentation as a set of handouts with 4 slides per page.

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

**Published by City & Guilds**
**1 Giltspur Street**
**London**
**EC1A 9DD**
**T +44 (0)20 7294 2468**
**F +44 (0)20 7294 2400**
**www.cityandguilds.com**

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