e-Quals Unit Syllabus

Level 2 Combining word processing, spreadsheet and database applications to present information

7266 - 029

www.cityandguilds.com/e-quals07
March 2007
Version 1.0

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Unit 029 Combining word processing, spreadsheet and database applications to present information

Syllabus Overview

Rationale

The aim of this unit is to provide candidates with an intermediate level of skills and knowledge to competently prepare for, and perform a variety of document integration related tasks using Information and Communication Technologies (ICT). Candidates will develop a more demanding understanding of the applications and their use to integrate documents, of the operating system in everyday usage and the ability to work in a generally unsupervised role solving issues competently without direction.

Learning outcomes

There are **five** outcomes to this unit. The candidate will be able to:

- Input and format text in word processed documents
- Input and format data in spreadsheets
- Input database reports
- Use mail merge
- Combine data from different applications

Guided learning hours

It is recommended that 60 hours should be allocated for this unit. This may be on a full time or part time basis.

Connections with other qualifications

This unit contributes towards the knowledge and understanding required for the following qualifications:

IT Users N/SVQ (iTQ) Level 2

Outcome	Unit	
1, 2, 3, 4	201	Make selective use of IT 2
2, 3, 4	202	Operate a computer 2
1, 2	208	Word processing software 2
1, 2, 3	209	Spreadsheets software 2
1, 2, 3	210	Database software 2
1, 2	214	Specialist or bespoke software 2
1, 3, 4	215	Evaluate the impact of IT 2
1, 2, 3, 4,5	217	Use IT systems 2

Key Skills

This unit contributes towards the Key Skills in the following areas:

Application of number	N 1.3, N 2.2
Communication	C 2.2, C2.3
IT	IT 2.1, IT 2.2, IT 2.3
Working with others	
Problem solving	PS 2.1, PS 2.2
Improving own learning	

Assessment and grading

Assessment will be by means of a **set assignment** covering both practical activities and underpinning knowledge.

Unit 029 Combining word processing, spreadsheet and database applications to present information

Outcome 1 Input and format text in word processed documents

Practical activities

The candidate will be able to:

1 start the word processing application

2 select suitable margins, paper sizes, page orientations

3 open documents which are in specified file formats

4 indent paragraphs of text

5 set justification for selected text: left, right centre and full

6 set line spacing: single, double

7 use different text enhancements: bold, italic, underline

8 set font size and style

9 select and set tab stops

10 produce columns of data using left aligned tab

11 create and manipulate tables:

- a adjust width and height of rows and columns
- b insert rows and columns
- c delete rows and columns
- d apply borders and shading to selected cells

12 delete tables

13 create hard page breaks

14 use search and replace facilities to replace text

15 insert text into headers and footers

16 manipulate blocks of text: copy, paste, delete, move

17 use spell check facilities to find and correct errors in a document

18 insert clipart

19 manipulate clipart: size, position

20 use preview facilities to check for errors

21 produce printed copies of complete documents and selected pages of documents

22 save files in different file formats

23 close the word processing application

24 produce printed copies of complete documents and selected pages of documents.

Underpinning knowledge
The candidate will be able to:

1 state the purpose of the ruler

2 state the difference between hard and soft page breaks

3 describe the advantages and disadvantages of search and replace facilities

4 describe the advantages and disadvantages of facilities available for checking the accuracy of documents (spell check, print preview)

5 explain the need for saving documents in different file formats.

Unit 029 Combining word processing, spreadsheet and database applications to present information

Outcome 2 Input and format data in spreadsheets

Practical activities
The candidate will be able to:

1 start the spreadsheet application

2 input spreadsheets according to given data

3 insert formulas, using arithmetic operators (+,–, ×, ÷), and relational operators (=, <, >, <) singly and in combination into a cell

4 insert functions into cells

- a sum
- b average
- c maximum
- d minimum count
- e round
- f date
- g if
- h lookup

5 edit formulas or functions

6 set formats, for single cells or ranges of cells

- a general
- b number
- c percentage
- d currency
- e text

7 set text attributes in single cells or ranges of cells

- a font size and style
- b bold
- c italic
- d underline

8 set justification in single cells or ranges of cells

- a left
- b right
- c centre

Practical activities continued

9 select and manipulate single cells or ranges of cells
   a copy
   b replicate
   c paste
   d move
   e delete
10 insert text into headers and footers
11 insert clipart and manipulate size and position
12 use preview facilities to check for errors
13 produce hard copy of spreadsheets on single sheets of paper
14 select and use chart types to suit data
   a pie
   b bar
   c line
15 format chart information to suit data
   a titles and axes labels
   b legends and data labels
16 format charts by changing
   a background
   b attributes of text
   c line and area
   d colours to suit monochrome/colour output
17 position and size charts
18 save the file to a specified location either locally or remotely
19 close the spreadsheet application correctly.

Unit 029 Combining word processing, spreadsheet and database applications to present information

Outcome 3 Input database reports

Practical activities

The candidate will be to

1. start the database application
2. open existing databases displaying the records and fields for editing
3. add, delete and edit records
4. print all records in a table
5. create queries based on single condition searches using relational operators and wildcards
6. create reports based on queries including
    - a. headings, subheadings and footers
    - b. sorted on a given field
    - c. orientation
        - i. portrait
        - ii. landscape
    - d. all selected records and all fields
    - e. all selected records and selected fields
    - f. clipart
7. edit report layouts
    - a. rearrange the order in which fields are displayed
    - b. edit field names
    - c. delete field names
    - d. format fields
        - i. field width
        - ii. alignment (left, right, centre)
        - iii. font size and style
        - iv. bold
        - v. italic
        - vi. underline
    - e. manipulate clipart
        - i. size
        - ii. position
8. use preview facilities to check for errors
9. print reports
10. save the database as required
11. close the database application.

Underpinning knowledge
The candidate will be able to:

1 describe the functions of relational operators.

Unit 029 Combining word processing, spreadsheet and database applications to present information

Outcome 4 Use mail merge

Practical activities
The candidate will be able to:

1 choose and open the application

2 create labels using the data sources
- a database records
- b spreadsheet records
- c mailmerge records

3 create envelopes using the data sources
- a database records
- b spreadsheet records
- c mailmerge records

4 create letters/documents using the data sources
- a database records
- b spreadsheet records
- c mailmerge records

5 adjust printer settings for
- a labels
- b envelopes
- c letters.

Underpinning knowledge
The candidate will be able to:

1 describe the benefits of using mail merge.

Unit 029 Combining word processing, spreadsheet and database applications to present information

Outcome 5 Combine data from different applications

Practical activities
The candidate will be able to:

1 input spreadsheet worksheets into word processed documents

2 input charts into word processed documents

3 input database query results into word processed documents

4 input charts into database reports

5 input spreadsheet data into databases

6 input database records into spreadsheet files

7 save spreadsheet and database files in delimited format

8 import delimited files into relevant applications.

Underpinning knowledge
The candidate will be able to:

1 explain the benefits of integrating applications (timesaving, accuracy).

Unit record sheet

Use this form to track your progress through this unit.

Tick the boxes when you have covered each outcome. When they are all ticked, you are ready to be assessed.

Outcome	✓	Date
1 **Input and format text in word processed documents**	☐	
2 **Input and format data in spreadsheets**	☐	
3 **Input database reports**	☐	
4 **Use mail merge**	☐	
5 **Combine data from different applications**	☐	

Candidate Signature ..... **Date** .....

City & Guilds Registration Number .....

Quality nominee (if sampled) ..... **Date** .....

Assessor Signature ..... **Date** .....

External Verifier Signature (if sampled) ..... **Date** .....

Centre Name ..... **Centre Number** .....

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