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

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**February 2009**
**Version 1.0**

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

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## Unit 029 - Combining word processing, spreadsheet and database applications to present information Level 2

Assignment B


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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**.

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## Candidate instructions

**Time allowance: Two hours**

## The assignment:

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

- Task A - Editing a spreadsheet
- Task B - Working with a database
- Task C - Preparing a Word document
- Task D - Mail Merge

## Scenario

You work for an organization that provides voluntary work experience and opportunities around the globe called **GoVol global**.

You have been asked to do a variety of work on spreadsheets, a database and to send out a letter which you will need to prepare from text that has been provided for you.

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

## Task A – Editing a spreadsheet

1 Open the spreadsheet file provided called **fees**.

2 Insert **two** new columns before the **Full Payment** column and give the columns the headings **Deposit Payable** and **Balance Owed**.

3 Insert **10** new rows starting from cell **A1**.

4 In a different size font to the rest of the spreadsheet data, and using either bold or italics for emphasis, in cell **A9** enter the text:

**VOLUNTEER DATA FOR Sept 20XX - Dec 20XX** (where XX is current year).

Continued over…

5 Starting in cell **A1** type the following details:

| PLACEMENT LOCATION | COST OF PLACEMENT | | |
|---|---|---|---|
| | MONTHS | | |
| | 1 | 2 | 3 |
| England | 1610 | 2970 | 4330 |
| Spain | 1550 | 2750 | 4050 |
| Greece | 1275 | 2500 | 3800 |
| Italy | 1500 | 2750 | 4000 |

6 Starting in cell **F1** type the following details:

| DEPOSIT IN PERCENT | | |
|---|---|---|
| MONTHS | | |
| 1 | 2 | 3 |
| 10% | 15% | 20% |

Ensure that you format the cells as percentages where needed.

7 Merge cells **F2:H2** and centre the text.

8 Insert a label in cell **J11** which says **Deposit Req'd** (%)

Use a function to look up the value contained in the cell range **F12:F38** against the cell range **F3:H4** to show the percentage deposit required.

Replicate this function for **each** volunteer. Ensure that the data displayed is formatted as a percentage.

Using the results to work out the **Deposit Payable** and the **Balance Owed** for **each** volunteer.

9 Format all cells containing monetary values to **two** decimal places with **no** local currency symbol.

10 Insert a function to add up the total for the column labelled **Deposit Payable**, and replicate across the columns **Balance Owed** and **Full Payment**.

Format the totalled cells as currency with a local symbol and double underline the cells.

11 Starting in cell **A4**, put the name of each country underneath one another and use a function to count how many people are going to each country.

Add the label **Total Volunteers** right aligned below the list of countries.

12 Total the details of the count.

13 Using the details from the count create a 3D pie chart to show the results.

Continued over…

14 Set data labels as percentage, and place the legend at the bottom of the chart.
Add the chart title **Volunteers to Countries**.

15 Resize and position the chart at the side of the count details.

16 Colour the background of the chart using a pale colour, and increase the font to 14 point.

17 Add your name and today's date to the footer of the spreadsheet.

Use **preview** to check for errors and ensure the all data is visible (including the chart) print the data on **one** page.

18 Save the spreadsheet with the name **feesupdate** and **also** save a copy with the same name as a CSV file.

Close the spreadsheet application.

## Task B – Working with a database

1 Open a database application and create a new blank database called **Volunteers**.

2 Import the **Volunteers.txt** file into a new table called **Volunteer_Details** (this is a tab delimiter file). Ensure the first row contains field names.

3 Sort the data by ascending order on **Full Name** and save the changes.

4 Open the spreadsheet file **Fees**.

Copy the column of data containing Placement Location **E2:E28**.

Paste this data into the **Volunteering Location** field of the **Volunteers_Details table**.

5 Modify the Post Code field so that the field size is 12 and the format is set to all capitals.

6 Add a new field called **First Time** with a **yes/no** data type. Do **not** use a tick/checkbox format.

7 Open the spreadsheet file **Fees**. Copy the column of data in **C2:C28** into the new **First Time** field you have just created.

8 Query the database to find all the volunteers whose first time is **yes** and **Volunteering Location** is in **England**.

Display **all** fields except the **ID**.

Save the Query as **1st_time_England.**

Exit the database and close the application

Continued over…

## Task C – Preparing a Word document

1 Start a new word processing document using the **GoVol Letterhead** template provided.

Save it as **1st Time Offer** as a document.

2 Insert the file called **offer.txt** below the image.

Spell check the text and correct any errors.

3 Find and replace the word **situation** with **placement** throughout the document.

4 Change the Left and Right margins to 2.5 cm.

Change the font of the imported text to Arial 11 point and fully justify it.

5 Move **paragraph 4** so that it becomes **paragraph 3**.

After the words:

**outlined in the table below.**

create a new paragraph.

6 Open the spreadsheet filed called **Voluntary Project Data** and copy **all** of the information from the file into the word processing document after the words.

**outlined in the table below.**

7 Add borders to the table .

Make adjustments to maintain the document layout.

8 Insert a new row at the top of the table and merge the cells.
Add and centre the following text using a 16 point font:

**COUNTRY PLACEMENT OFFERS**

9 Improve the look of the table by adding a pale shading to the background of the columns (except the top row).

10 Open the spreadsheet called **feesupdate** and copy the chart and paste it below **paragraph 5**.

11 Resize the chart to 4.5cm high and 7cm wide keeping all text on page one.

Continued over…

12 Put your name and today's date in the footer.

Save this file as **offerletter.rtf**.

Preview to check the layout of the document is still on 2 pages (portrait orientation) and then **print** the document.

## Task D – Mail Merge

1 Use the file called **offerletter** to set up a mail merge.

Use the Query called **1st_time_England** from your database **Volunteers** for the data source.

2 Insert merge fields for the **name and address**.

Insert today's date between the **address block** and the line that contains the word **Dear**.

3 Insert a merge field(s) **Full Name** after the word **Dear**.

The word <**COUNTRY**> in the first paragraph should be deleted and the merge field **Volunteering_Location** inserted.

4 Make sure that the document is still on 2 pages (portrait orientation) and then save the document as **offerlettercomplete**.

Merge the letter and save it as **offerlettermerge**.

5 Close the word processing application.

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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