Level 3 Integrating applications to create advanced presentations (7266/7267-045)

www.cityandguilds.com/e-quals07
March 2009
Version 3.0

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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Level 3 Integrating applications to create advanced presentations (7266/7267-045)

Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 3 Integrating applications to create advanced presentations (7266/7267-045).

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 and a half hours**.

Level 3 Integrating applications to create advanced presentations (7266/7267-045)
Candidate instructions

Time allowance: Two and a half hours

The assignment:

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

- Task A - Create a spreadsheet and chart
- Task B - Create a database, select records and produce a report
- Task C - Make amendments to a document copy and link data and merge data from a data source
- Task D - Create labels using a data source

Scenario

You work as an Information Technology Assistant for World Travel Insurance a company that provides travel insurance cover.

You have been asked to create a spreadsheet to show figures for income and commission and prepare a letter to be sent to branches which have recently opened to give them the income figures and inform them of changes made to the travel cover. Address labels are also required to enable the letters to be sent.

You have also been asked to create a database which can be used to produce a report to show all the branches in the southern sales areas with a specified number of staff and provide data for a mail merge for the letters and address labels.

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

Task A – Create a spreadsheet and chart

1 Open a spreadsheet application and save the file as **Travelcomm** to your work area.

2 Import the comma delimited text file **TRAVEL.txt** (provided by your assessor) into the first worksheet starting at cell **A1**. Rename the worksheet **Travel**.

3 Import the comma delimited text file **CODE.txt** (provided by your assessor) into the second worksheet starting at cell **A1**. Rename the worksheet **Code**.

Continued over…

4 On the **Travel** worksheet:

- enter a **formula** in **D4** to total the **income** for **March** and **April**
- enter a formula in **E4** to calculate the **commission due** on the **total** using the **Commission Rate**
- enter a formula in **F4** to **lookup** the **group for a destination** from the **second** worksheet
- replicate the formulas down in the **Total**, **Commission** and **Group** columns for **all** destinations.

5 Format the **Travel** worksheet as follows:

- Merge and centre the heading **TRAVEL INSURANCE** across **all** the data columns and make it **bold** and use a larger font size than the size already used
- make **all** the column headings **bold**
- **right align** the column headings **March Income**, **April Income**, **Total** and **Commission**
- centre **all** the data in column **F**
- format **B4:E9** as currency to **2** decimal places
- format **B11** as Percentage to **2** decimal places.

6 Use the data for the **March** and **April Income** for **each** destination to create a bar/column chart on the **Travel** worksheet.

Insert this as an object below the data in the same worksheet.

Format the chart as shown below:

- add the title **Comparison for March and April**
- add a **legend** at the bottom of the chart
- the **x-axis** label should be **Destination**
- the **y-axis** label **Income**.

7 Adjust the graph scale so that it starts at **5000** with the major unit at **20000**.

Make sure that **all** the data in the chart is fully displayed and resize the chart if necessary.

Make sure that the chart is suitable for monochrome printing.

8 Insert a footer on the **Travel** worksheet that includes **your name**, **today's date** in the format **dd/mm/yyyy**, the filename including the file path and **Printout1**.

9 Save the spreadsheet as **Travelcommv1** and print a copy of the **Travel** worksheet showing **all** data in **portrait** orientation to fit on **one** page in black and white.

Continued over…

Task B – Create a database, select records and produce a report

1 Open a database application and set up a database with the name **Travelins**.

2 Import the comma delimited text file **BRANCH.txt** into a new table.

Save the table as **tblBranch** and set the **primary key** to the **BranchID** field (the text file contains field names and the text qualifier is ").

3 Create a query named **qrySouth** to select **all** records where the branches are located in the **south** and have **8 or more staff**.

Only show the fields **BranchID**, **SalesArea**, **Address1**, **Town**, **Postcode** and **NumberOfStaff** in this order.

4 Create a report named **rptSouth**. It should be based on the query **qrySouth** and grouped on **SalesArea**, sorted in **ascending** order of **BranchID** within **SalesArea.**

The report should be in **Landscape**.

All the fields from the query **qrySouth** must be included.

5 Add the heading **Southern Area Branches**.

Add a field in the report footer to provide a **total** of the number of staff in the branches listed.

Add a label **Total Staff** to the **left** of the field.

6 Insert **your name**, **today's date** and **Printout2** in the page footer.

Make sure **all** the data on the report is **fully** displayed and modify it if necessary, to present a professional image.

Print a copy of the report **rptSouth**.

7 Create a query named **qryMerge** to select **all** records where the branch was opened **on or after 13 March 2007**.

Include the fields **Title**, **FirstName**, **LastName**, **Address1**, **Town**, **Postcode** and **DateOpened**.

Close the database application.

Continued over…

Task C – Make amendments to a document copy and link data and merge data from a data source

1 Open the Rich Text Format file called **INSLETTER.rtf** (provided by your assessor) and save it as a word processing document with the name **Branchlet**.

2 In this document **delete** the table showing the **March** and **April income** data.

Insert a linked copy of the data in the **Destination**, **March Income** and **April Income** columns from the **Travel** worksheet of the spreadsheet **Travelcommv1** from **Task A**.

3 Centre the table **horizontally**.

Insert a page break in the document before the text:

AMENDMENTS TO SINGLE TRIP INSURANCE.

Insert bullet points for the list of **four** changes on the second page.

4 Insert a linked copy of the bar chart from the **Travel** worksheet of the spreadsheet **Travelcomm** from **Task A**, n the first page of the document after the last paragraph.

Centre the bar chart **horizontally**.

5 Check the document for spelling errors and correct any errors found.

Insert **today's date** in the document where indicated (**Insert date here**).

6 Set up a Mailmerge using the **Branchlet** document.

Use the query **qryMerge** from the database as the data source to merge the data into the document where indicated eg <<Title>>.

7 Insert a footer that includes **your name**, the **page number**, the filename and **Printout3**.

Save the document as **Branchletmm**.

Print **one** copy of the merge document ie showing the merge fields.

Carry out the mailmerge to a new document and save this document as **Branchletmmc** and close the file.

8 Change the **April Income** for **Europe** to **55,000** on the **Travel** worksheet in the spreadsheet file **Travelcomm**.

Save and close the spreadsheet file.

Continued over…

9 Make sure that the linked data and chart are updated in the document.

10 Open the document **Branchletmmc**.

Amend the footer to show **Printout 4** and print the first page.

Close the word processing document.

Task D - Create labels using a data source

1 Open a new word processing document and save it as **Inslabels**.

Set up the document as a label mail merge using **Avery A4 L7163** and use the query **qryMerge** from the database as the data source.

Use the merge fields **Title, FirstName**, **LastName**, **Address1**, **Town and Postcode**. The company name **World Travel Insurance** should appear **after** the person's name.

Carry out the mail merge and resave.

Print the labels (plain paper can be used). Label the printout **Printout5**.

2 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

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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