Level 3 Designing and producing documents and templates (7266/7267-042)

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Assignment guide for Candidates
Assignment B

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Level 3 Designing and producing documents and templates **(7266/7267-042) Assignment B**

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 3 Designing and producing documents and templates (7266/7267-042).

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 Designing and producing documents and templates (7266-042)
Candidate instructions

Time allowance: Two and a half hours

The assignment:

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

- Task A – File set up
- Task B – Document layout – Prize Draw Entry Form
- Task C -Document layout - Newsletter
- Task D -Further document layout - Newsletter

Scenario

You work as a Secretary/Administrator for Newmans Health and Fitness, responsible for publicity material.

You have been asked to create documentation to promote the club to members. You will need to create a new company template and base other documents on this template – a prize draw entry form (which is also to be saved as a web page) and a members' newsletter.

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

Task A – File set up

1 Create a new folder in your user area or on your removable media named **Newmans**.

Inside this folder create **three** new folders and named them as follows:

- **Documents**
- **Templates**
- **Web Pages**

Copy all files associated with this assignment to the **Newmans** folder.

2 Open a blank document and save this as a document template into your **Templates** folder with the file name **Newmans Template V1**.

Set the page to A4 portrait orientation with all margins set at 2.5 cm.

Set the **Normal** style to Arial, 11 pt.

Format the **paragraph** to be left aligned, at single line spacing with a paragraph spacing of 6 point before and 3 point after.

Format the **Heading 1** style based on Normal at 14 pt, bold, set to kern at 14 pt and above, left aligned and with a paragraph spacing of 12 pt before and 6 pt after.

Format the **Heading 2** style based on Normal at 11 pt, bold italic, left aligned and with a paragraph spacing of 9 pt before and 3 pt after.

3 Set the file properties as follows:

Title: General Template
Subject: Newmans Health & Fitness

Re-save the document template with the filename **Newmans Template V2**.

4 In the footer of the **Newmans Template**, insert a table with **1** column and **3** rows. Split the first row into **2** columns.

In the **top left** cell insert your name. In the **top right** cell insert the **Date** field, using the format short date (e.g. dd/mm/yyyy), right aligned.

In the middle row, insert the text **Newmans © 2008** and align it centrally.

In the bottom row insert a field showing the full file name and path.

Format the **Footer** style to Arial 9 pt and save the template using the template filename name **Newmans Template V3**.

Close the file.

Task B – Document layout – Prize Draw Entry Form

1 Open a new document using your **Newmans Template V3**.

Insert the image **spa.gif** as a watermark and apply a suitable transparency/washout so that text will not be obscured.

Resize the image to the full width from margin to margin, maintaining the aspect ratio.

Centre the watermark both horizontally and vertically relative to the page, and behind the text.

Save the file with the filename **Newmans Prize Draw** into your **Documents** folder.

2 Open the **prizedraw.txt** file and copy and paste **all** of the text into your **Newmans Prize Draw** document. Format the company name to be in the Heading 1 style.

Follow the instructions in the text (in brackets) to insert the closing date for the prize draw, and delete the instructions.

3 Hyphenate the terms **all-new** and **non-surgical**.

Insert the **Trade Mark symbol** ™ after the word **RenuLift**.

Use a thesaurus to find a suitable alternative to the word **tasteful** in the first paragraph of text and replace **tasteful** with the alternative found.
(If an electronic thesaurus is unavailable then a book version is acceptable).

Save your document as **Newmans Prize Draw V1**.

4 Adjust the text sizes, spacing and alignment as necessary so that the text takes up most of the A4 page and presents a professional appearance.

Add leader tabs to provide dotted lines for the member to fill in personal details and to complete the tie-breaker sentence.

Print preview the document and ensure that it is balanced on the page.
Proof read and spell check the document and correct any errors found. (**Note**: all proper names are correct.)

Save the document with the filename **Newmans Prize Draw V2**.

5 As this file is to be produced as a web page, replace the ™ symbol with the characters **TM** formatted as **superscript**.

Save the document as a web page into your Web Pages folder, with the file name **prizedraw.htm** and a page title of **Newmans Health and Fitness – Prize Draw**.

Close the file.

Continued over…

Task C – Document layout - Newsletter

1 Open a new document based on your **Newmans Template V3**. Save the file as a document with the filename **Newmans Newsletter V1** to your **Documents** folder.

In the file properties, change the document title to be **Newsletter mmmm yyyy** (where mmmm yyyy are the current month and year).

2 Type in the heading **Newmans Health and Fitness – Members' Newsletter** and format this as Heading 1.

Insert the file **introduction.txt** into the newsletter as a new paragraph below the heading. Ensure that all the text is formatted to the Normal style.

As a new paragraph below the text, type in:

Remember – always enjoy your training!

and format this text to the Normal style.

3 Insert the file **running.txt** into the newsletter, as a new paragraph after the last sentence. Ensure that all the text is formatted to the Normal style.

Image placeholders **[hipdrop.jpg]** have been added to the document. Replace each placeholder with the image named. Resize each image as 50% of the original size. Set the wrapping for each image to Square and set a distance from the image to the text of 0.5 cm from top, bottom, left and right.

Adjust position of images to suitable positions so that the text appears balanced against them.

4 Insert the file **heartrate.txt** into the newsletter, at the end of the document. Ensure that all the text is formatted to the Normal style.

5 Open the spreadsheet file **fitness.xls** and copy the line graph. Paste this graph as a linked object at the end of the **heartrate.txt** text.

Reduce the size of the graph so that it fits between the last line of the heartrate text and the bottom of the same page.

Close the spreadsheet file.

Save the document as **Newmans Newsletter V2** to your **Documents** folder.

6 Add the heading **The Importance of Stretching** at the start of the next page.

Insert the file **stretching.txt** as a new paragraph below the heading into the newsletter.

Insert the file **membership.txt** into the newsletter, on a new page.

Ensure that all the text is formatted to the Normal style.

Continued over…

7 Set up the headers as follows:

On odd pages insert the page number and number of pages in the format Page X of Y and align to the left.

On even pages insert the same header but aligned to the right.

Ensure that the footer is shown on all pages.

8 Spell check the whole document and proof read the first page making any changes that are required. (**Note:** all proper names and technical terms are correct.)

Save the document as **Newmans Newsletter V3** to your **Documents** folder..

Task D – Further document layout - Newsletter

1 Delete the heading **Newmans Health & Fitness – Members Newsletter** and replace it with a graphical text (Word Art or similar) logo of your choice using the wording **Newmans Health & Fitness**, with 2-colour shading.

The logo is to be maximum 12 cm wide and should be positioned centrally at the top of the first page.

Ensure that the logo does not obscure any text.

2 Add the heading **Members' Newsletter** above the first paragraph below the graphic text, formatting it as Heading 1 on its own line.

Format the following headings as **Heading 1**

- Members Newsletter
- The Importance of Stretching
- Membership Options to Suit Your Way of Life

and all paragraph headings as **Heading 2**.

3 In the article **Born to Run**, format the instructions for each exercise (Hip Drops, Kneeling Woodchop and Walking Lunge…) and **Safety Tips** as bullet points, using a **Star** shape, left aligned.

Right align and resize the three images so that they fit with the text in the article.

4 Format the text below the sub heading **Calculation of a zone value** and above the **line graph** as **two** equal columns with a 0.5cm space between.

The sub heading should extend across both columns.

Save the document as **Newmans Newsletter V4** to your **Documents** folder.

Continued over…

5 One of the figures in the line graph is incorrect – open the spreadsheet file **fitness.xls** and change the value in **A7** from **55** to **50**.

Save the file and ensure that the chart linked in the newsletter article is updated.

6 Add images to the article **The Importance of Stretching** as follows:

At the start of the second paragraph (Muscles can only achieve…) insert the image **warmup.jpg**. Format the alignment to Left and the text wrapping to square.

At the start of the seventh paragraph (Always let your heart rate…) insert the image **stretch.jpg**. Resize the image to 5 cm in height, maintaining the aspect ratio. Format the alignment to Right and the text wrapping to square.

7 Format the article **Membership Options** so that the name of each option (e.g**. Newmans Anytime**) is bold.

Insert a bookmark to the left of the heading **Membership Options** and name it **membership**.

8 Convert the list of tariffs at the end of the **Membership Options** article into a table with **5** columns, which extends from margin to margin. Delete any blank rows.

Make the column headings and row headings bold.

Centre align the contents of columns **2** to **5**. Resize the columns to achieve a balanced layout.

Remove all borders from the table, then add an outside border to the table.

Above the table insert the text **Membership tariffs as at 1 mmmm yyyy** (where mmmm yyyy are the current month and year) and format this to Heading 2 style and centre.

Save the document as **Newmans Newsletter V5** to your **Documents** folder.

9 In the first paragraph of the newsletter, in the sentence **Plus on page X our newest membership options…** replace the **X** with a field that references the page number where you placed the bookmark **Membership** and include a hyperlink to it.

10 Check the layout of the document, ensuring that page breaks, section breaks or column breaks are used where necessary.

Headings should be placed with the article to which they refer, i.e. not at the bottom of a page.

The last line or paragraph of an article should not appear at the top of a page or column on its own.

Save the document as **Newmans Newsletter Final** to your **Documents** folder.

Close the word processing application and log off the system.

Continued over…

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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