Level 1- IT Software Fundamentals (7574-112)

ITQ (QCF)
Assignment guide for Candidates
Assignment A

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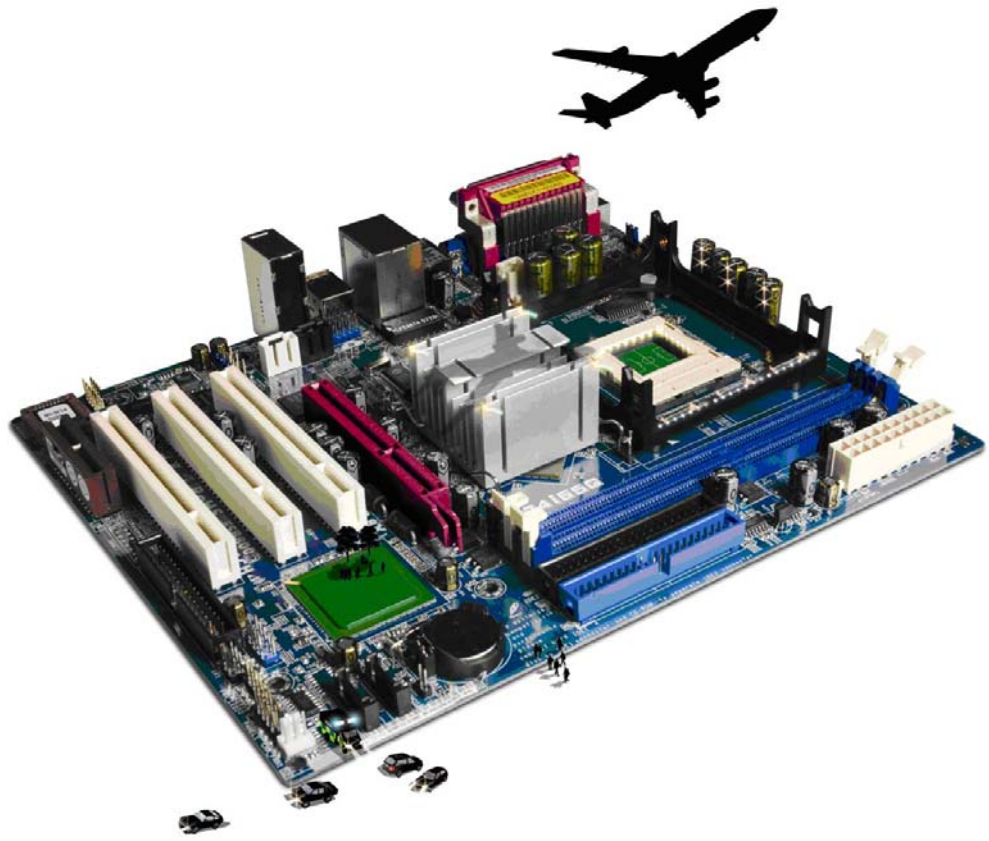

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Level 1 - IT Software Fundamentals (ISFFS 7574-112)
Assignment A
Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 1- IT Software Fundamentals (ISFFS 7574-112).

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 **one and a half hours**.

Level 1 - IT Software Fundamentals (ISFFS 7574-112)
Candidate instructions

Time allowance: One and a half hours

The assignment:

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

- Task A - File set up
- Task B - Document layout
- Task C - Alterations to document layout

Scenario

You have just started to work for a pet store. The store is just about to expand and intends to launch an advertising campaign in the local area. As you have previous IT experience, your employer (Mr A Oakley) has asked you to design and create a leaflet (flyer) to advertise the store, its dog grooming service and its kennelling facilities which are located elsewhere.

A previous employee started this task some time ago but did not complete it. There is some basic information available for you to use in a text file. You may use and adapt this information in order to complete the tasks below. You are not required to print documents in colour.

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

Task A – File set up

1 In your local area or on your removable media create a new directory/folder and name it **Project**. In the folder **Project**, create a sub-folder named **Working**.

2 Find the text file **flyer.txt**, provided by your assessor, and copy it into the folder **Working** that you have just created.

3 Find the graphic file **gsd.jpg** , provided by your assessor, and copy that into the folder **Working**.

4 Your leaflet should be on single sided A4 paper and be made up of text, a table and an images to enhance the appearance.

Choose the most suitable software application for this purpose and open it.

Continued over...

Task B – Document layout

1 Set up your leaflet as follows:

- Paper size = A4 Portrait
- Top Margin = 4cm
- Bottom margins = 4cm
- Left margin = 3cm
- Right margin = 3cm

2 Your employer would like the information in the leaflet to be set out as shown below. Use the files **flyer.txt** and **gsd.jpg**, provided by your assessor, to get the information you need.

Gsd.jpg	Company Address
Main text (fully justified)	
Costs table	

3 The company address (including telephone number) is to be right aligned against the margin using the following font settings:

- Font – Arial
- Font style – Normal
- Font size – 12pt
- Insert a one line space between the address and the telephone number.

4 The image of the dog (**gsd.jpg**) is to be adjusted to about the same height as the company address.

5 Insert a space (about 6 lines) between the company address and the main body text.

6 Insert the leaflet information contained in the file **flyer.txt**.

Set the text to be Arial 11pt

Insert a one line space between 'Dear Pet Owner' and the body of the text.

7 Insert a space (about 4 lines) between the information text and the cost details.

8 The cost details need to be displayed centrally on the page in three columns, using the information in the file **flyer.txt (**each service should be shown on a separate row).

For the information you have just entered use Arial 11pt.

Make sure that any gridlines are not shown.

9 All prices should show the local currency symbol value eg (£). Set the amounts to two decimal places.

Continued over...

10 Insert a header that says:

'PET OWNERS PLEASE READ'

Set the font to be Arial 16pt, bold.

11 Insert a space (about 6 lines) under the cost details and insert the text below with the font set to Arial 16pt, bold, centralised:

THANK YOU

12 Create a footer showing *Your name* and *today's date*.

13 Check the spelling of the document and proof read it, correct any errors if necessary.

Reduce the column widths to improve the appearance while keeping the details centralised on the page. Make sure all information remains visible.

Print preview the document to ensure that it conforms to the specification.

14 Save the document as **Draft1** in your **Project** folder.

Task C – Alterations to layout

Your manager has reviewed the draft document and would like to see some changes before deciding on the final format. Make the following changes to **Draft1**

1
- Paper size = A4 Landscape
- Top Margin = 3cm
- Bottom margin = 3cm
- Left margin = 4cm
- Right margin = 4cm

2 Height of picture to be set to 4cm, maintaining the aspect ratio.

3 Delete the text 'THANK YOU' at the end of the document.

4 The main body text should be increased to size 12pt.

5 The space between the company address and the body text to be reduced (by about 2 lines).

6 The space between the body text and the cost details should be reduced (by about 3 line spaces).

7 Change the store name (Grant's Pet Store) to Arial 14pt, bold and red.

All text in the cost information should be shown in a blue font colour.

8 Under the company address, replace the text **Tel:** with a telephone symbol eg☎.

9 Make any adjustments or corrections as necessary and ensure that the document remains on one page.

10 Save the document as **Draft2** in your **Project** folder.

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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