Level 1 Word processing software (7574-129)

ITQ
Assignment guide for Candidates
Assignment C

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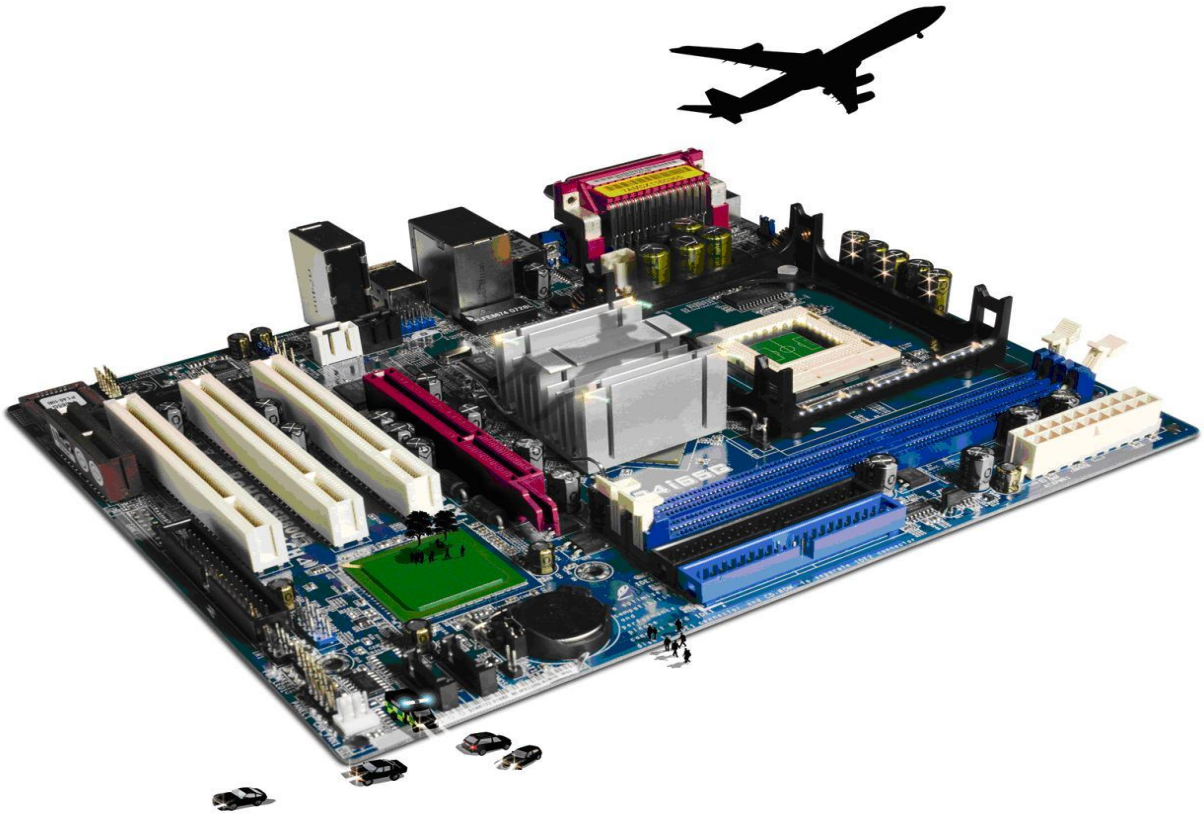

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Level 1 Word processing software (7574-129) Assignment C

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Word processing software (7574-129).

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 Word processing software(7574-129)
Candidate instructions

Time allowance: one and a half hours

The assignment:

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

- Task A - Create a letter
- Task B - Amending a newsletter

Scenario

You work as a Manager for an apparel boutique. You have been asked by the director to write an experience letter for an intern and to amend an existing newsletter to send that out to customers.

Follow the instructions carefully. Complete the tasks in the order given.

Save your files frequently (at least after each task) with suitable version control numbering to enable you to revert to a previous word processing document should you need to.

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

Task A – Create a letter

1 In your working area or on removable/portable media make a new folder called **My Boutique.**

2 Open a Word Processing application with a new blank document.

Ensure that the paper size is set to A4 and change the left and right margins to 1.5cm.

3 Insert the graphic **Logo** provided.

Position the image at the top left corner of the page and resize it to 3 cm in width, maintaining the aspect ratio.

4 Insert the boutique address below the graphic, exactly as shown.

FashnFish Boutique
Henley St
Stratford-upon-Avon
CV37 6QW

Tel No: 0131 487 3245

Format the text using a 15 point Times New Roman font and left align it.

5 Insert the following text one clear line space below the company address.

(Left align) Ref: Div: Date:	(Left tab) 35986 GM Today's date

(Instructions appearing in brackets should not be entered as data)

To Whom It May Concern:

Dear Sir/Madam,

This will confirm that *LeAnne* has interned as **Fashion Design - Intern** with **FashnFish Boutique** from 10/10/17 through 30/09/18.

Yours sincerely,

(use 5 blank lines between Yours sincerely and your name)

(*Your name*)
General Manager
Format the font of the text added in this step to 11 point Times New Roman.
Use bold and italics where indicated.
Insert **your name** and **today's date** where shown.

6 Save your file as **ExpLet1** in your folder.

7 Open the file named Experience, copy all of the data provided and insert it after the paragraph ending:

.. *through 30/03/18*
Format the paragraph to ensure consistency in the document..

8 Save your file as **ExpLet2** in your folder.

9 Insert a table after the third paragraph.
Make sure it fits from margin to margin and is of 2 columns and 4 rows.
Insert the following data:

Roles performed:	**Rating:**
Designing	*****
Inventory Management	****
Tailoring	*****

Make the headings of the table bold. Right align the ratings.

10 Insert the text **Printout1** as footer and left align it.

Print preview, proof read and spell check the document, correcting any errors you find.

Print your document in landscape orientation.

11 Save your file as **ExpLet3** in your folder.

Task B – Amending a newsletter

1 Open the file **Newsletter**.

2 Set the page to A4 portrait and change all the margins to 4cm.

3 Change the font in the document to Comic Sans.

4 Centre align all the headings and titles.

Format the heading to 17 point.

The remainder of text should be 13 point.

5 Insert the image **I1.jpg** below the third paragraph and centre align it.

Resize the graphic to 3cm in height, maintaining the aspect ratio.

6 Add your name, the date and **Printout2** as the footer and format the text added to 11 points Comic Sans font.

7 Proof read and spell check the document, correcting any errors you find.

Print your document in the landscape orientation.

8 Save the files as **Newsletter1**.

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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