Level 1 Producing simple word processed documents (7266/7267-002)

e-Quals

Assignment guide for Candidates

Assignment A

(This assignment can be used as evidence of achievement of 7574-129 Word Processing Software)

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(This assignment can be used as evidence of achievement of 7574-129 Word Processing Software)

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Level 1 Producing simple word processed documents (7266/7267-002)

Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Producing simple word processed documents (7266-002). This assignment can be used as evidence of achievement of 7574-129 Word Processing Software.

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 Producing simple word processed documents (7266/7267-002)

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Candidate instructions

Time allowance: one and a half hours

Assignment set up:

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

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

Scenario

You work for Happy Homes Insurance Company. Your manager has asked you to produce a policy renewal letter for one of your customers and a newsletter to send to all of your existing 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.

Task A - Create a letter

1 In your work area or on removable/portable media create a new folder called **insurance**.

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 2cm.

3 Insert the graphic **House 1** which has been provided.

Position the graphic at the top, centre of the page and resize it to 3cm in height, maintaining the aspect ratio.

4 Insert the company address, below the graphic, exactly as shown. Format the text using 14 point Sans Serif and align it centrally.

HAPPY HOMES
Littleton by Grimsby
North East Lincolnshire
D3 4ZZ

Continued over …

Candidate note: Instructions where words on this page appear in brackets are instructions and should be followed **not** entered as data.

5 Set a left tab at 11cm and a right tab at 16cm.

Insert the following text as required using the left and right tabs and the correct spacing after each paragraph.

(Left align)	(Left Tab)	(Right tab)
Mia Kumar	**Your Ref:**	AHT12517
123 Alexander Place	**Our Ref:**	PRZ230
Little Town	**Tel No:**	0181 345 1234
New Town	**Fax No:**	0181 543 4321
North Lincolnshire		
DL37 R2J	**Date:**	Today's date

Dear Mrs Kumar

Re: *Home Insurance Renewal*

Thank you for choosing to insure your home with the **Happy Homes Insurance Company** over the past 12 months.

Yours sincerely

(use 6 line returns (5 blank lines) between Yours sincerely and your name)

(Your name)
Product Assistant

Format the font to 12 point sans serif.

Use bold and italics where indicated.

Insert **your name** and **today's date** where shown.

6 Save your file as **letter1** to your folder **Insurance**.

Continued over…

7 Open the provided file named **Paragraphs**. Copy all of the data and insert it as a new paragraph after the paragraph ending

… over the past 12 months

8 Ensure that the font styles and sizes match the main body of the letter.

Save your file as **letter2** to your folder **Insurance**.

9 Insert a table after the second paragraph**.**

Make sure it fits from margin to margin and is of 3 columns and 4 rows.

Insert the following data:

Type of Cover:	**Premium:**	**Monthly Payment:**
Buildings only	£198.00	£16.50
Contents only	£108.00	£9.00
Building and Contents combined	£306.00	£25.50

Make the headings of the table bold as shown. Right align the currency amounts.

Resize column 1 to fit the contents.

Make the other two columns equal, making sure the table is still margin to margin.

Right align the **Premium** and **Monthly Payment** titles.

10 Insert the text **Printout-1** as a footer and centre it across the page.

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

Print your document in portrait orientation.

11 Save the file as **Insurance1** to the **Insurance** folder and close the file.

Continued over …

Task B - Amend a newsletter

1 Open the file **newsletter** provided.

2 Set the page to A4 landscape.

Change all margins to 3cm.

3 Adjust the two images to 2cm in height, maintaining the aspect ratio.

4 The first line of text should be in a 16 point sans serif font in blue.

5 The second line should be in a 14 point sans serif blue.

6 Centre both headings and the title.

7 Place the two pictures either side of the title.

8 Format all text that appears from… '*We have decided*' to '*Annually £300 Monthly £25'* as 3 equals columns with a gutter/space of 1cm between each column.

9 Format all text in the columns as 14 point sans serif.

10 Insert the graphic **Car 1.jpg** provided in the space after £13,000*

11 Resize the image to 3cm high maintaining the aspect ratio.

12 Centre the graphic in the middle column.

13 Show the text for the premiums for each age group in column 3, as shown below:

Under 25's

Annually £315 Monthly £27

Over 25's

Annually £258 Monthly £22

60+

Annually £300 Monthly £25

Continued over…

14 Add the following text in a footer**:**

*see terms and conditions for details.

15 Format the text to 8 point Sans Serif.

On the next line of the footer enter **your name**, **the date** and **Printout-2**.

16 Proof read and spell check your document correcting any errors.

Print preview the document.

Print your document in landscape orientation.

17 Save the file as **newsletter1** to the **insurance** folder.

Close the document and the Word Processing package.

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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