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

e-Quals
Assignment guide for Candidates
Assignment B
(This assignment can be used as evidence of achievement of 7574-129 word processing software)
About City & Guilds
City & Guilds is the UK’s leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

City & Guilds Group
The City & Guilds Group includes City & Guilds, ILM (the Institute of Leadership & Management) which provides management qualifications, learning materials and membership services, NPTC which offers land-based qualifications and membership services, and HAB (the Hospitality Awarding Body). City & Guilds also manages the Engineering Council Examinations on behalf of the Engineering Council.

Equal opportunities
City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement is available on the City & Guilds website.

Copyright
The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute 2010 and may not be copied, reproduced or distributed without prior written consent.

However, approved City & Guilds centres and learners studying for City & Guilds qualifications may photocopy this document free of charge and/or include a locked PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching learners working towards a City & Guilds qualification, or for internal administration purposes
- learners may copy the material only for their own use when working towards a City & Guilds qualification

The Standard Copying Conditions on the City & Guilds website also apply.

Please note: National Occupational Standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Publications
City & Guilds publications are available on the City & Guilds website or from our Publications Sales department at the address below or by telephoning +44 (0)20 7294 2850 or faxing +44 (0)20 7294 3387.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds’ products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

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
Contents

Unit 002 – Producing simple word processed documents Level 1
(This assignment can be used as evidence of achievement of 7574-129 word processing software)

Assignment B

Introduction – Information for Candidates .................................................. 2
Candidate instructions ................................................................................. 3
About this document
This assignment comprises all of the assessment for Level 1 Producing simple word processed documents (7266/7267-002). 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.
Candidate instructions

Time allowance: One and a half hours

Assignment set up:

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

Scenario
You work for The Apex Museum. Your manager has asked you to produce a competition winner letter for one of your clients and to create a leaflet to be given out at the museum.

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 - Creating a letter

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

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

   Ensure that the paper size is set to A4 and change the top, bottom, left and right margins to 2cm.

3. Insert the graphic Museum1 which has been provided by your assessor.

   Position the graphic at the top right of the page and resize it to 1.5cm in height, maintaining the aspect ratio.

4. Insert the company address below the graphic, exactly as shown:

   APEX MUSEUM
   Littleton by Walton
   South Humberside
   H4 1FG
   Tel No: 0131 567 9876
   Fax No: 0131 765 6789

   Format the text using a 14 point Sans Serif font and right align it.

Continued over...
Set a left tab at 3.5cm.

**Note**: Instructions appearing in brackets should be followed **not** entered as data.

Insert the following text as required with one clear line space below the company address you have just created using bold and italics as shown.

<table>
<thead>
<tr>
<th>(Left align)</th>
<th>(Left tab)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Ref:</td>
<td>JSE65399</td>
</tr>
<tr>
<td>Our Ref:</td>
<td>AWM114</td>
</tr>
<tr>
<td>Date:</td>
<td>Today’s date</td>
</tr>
</tbody>
</table>

Anita King  
55 Rosaire Street  
Little Town  
New Town  
South Humberside  
HU56 Y7D

Dear Miss King

**Re: Apex Museum Competition**

Congratulations! The competition you entered at the start of the year has been drawn and we would like to congratulate you as you are the winner!

Yours sincerely

(Leave 3 clear line spaces here)

*Your Name*
Museum Assistant

Use the alignment shown above and the correct spacing after each paragraph.

Format the font to 12 point Sans Serif.

Use bold and italics where indicated.

Insert your name and today's date where shown.

Save your file as **letter1** in your **My Museum** folder.

Continued over...
8 Open the provided file named Text, copy all of the data provided and insert it after the paragraph ending:

... you are the winner!

As a new paragraph.

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

Save your file as letter2 in your My Museum folder.

10 Insert a table after the third paragraph, as shown below:

<table>
<thead>
<tr>
<th>Starter:</th>
<th>Please Tick:</th>
<th>Main Course:</th>
<th>Please Tick:</th>
<th>Dessert:</th>
<th>Please Tick:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soup</td>
<td></td>
<td>Beef</td>
<td></td>
<td>Hot Chocolate</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Fudge Cake</td>
<td></td>
</tr>
<tr>
<td>Prawn Cocktail</td>
<td></td>
<td>Pork</td>
<td></td>
<td>Lemon Cheese</td>
<td></td>
</tr>
<tr>
<td>Melon</td>
<td></td>
<td>Lamb</td>
<td></td>
<td>Cheese &amp; Biscuits</td>
<td></td>
</tr>
</tbody>
</table>

Make the width of the Please Tick Columns 1.75cm wide and adjust the others to maintain a professional looking document.

Centre align the headings and make them bold.

Centre align the whole table between the margins.

11 Insert the text Printout-1 as a footer and right align it.

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

Print your document in portrait orientation.

12 Save the file as Museum1 to the My Museum folder and close the file.

Continued over...
Task B - Amending a newsletter

1. Open the file Leaflet provided.

2. Set the page to A4 portrait and change all the margins to 3cm.

3. Change all the text in the document to a Serif font.
   Format the heading to 18 point, centre aligned and change to a blue font colour.
   The second line of text is the sub-heading and should be 16 point, centred aligned.
   The remainder of the text should be 14 point.
   Format the body text (not the heading or subheading) into 2 equal columns with a space between them of 1cm and make the text fully justified.

4. Insert the image Art1.jpg (which has been provided for you) below the text in the second column.
   Make sure you leave at least one clear line space between the image and the text.
   Resize to the graphic to 5cm in height, maintaining the aspect ratio and centre the graphic in the right column.

5. Add your name, the date and Printout-2 as a footer and format the text to 10 point Sans Serif font.

6. Proof read and spell check the document correcting any errors.
   Print preview the document and produce a printout.

7. Save the file as Leaflet-1 to the My Museum 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