Level 1 Using a Computer Keyboard (7574-134)

ITQ (QCF)
Assignment guide for Candidates
Assignment A

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City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)844 543 0000 (Centres) **www.cityandguilds.com**
T +44 (0)844 543 0033 (Learners) **learnersupport@cityandguilds.com**

Contents

Unit 134 – Using a Computer keyboard Level 1

Assignment A

Introduction – Information for Candidates	2
Candidate instructions	3

Level 1 Using a Computer Keyboard (7574-134) Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Using a Computer Keyboard (7574-134).

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 Using a Computer Keyboard (7574-134)
Candidate instructions

Time allowance: one and a half hours

The assignment:

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

- **Task A** - Use a keyboard to create a letter
- **Task B** - Use a keyboard to edit a letter

Scenario

You work for Flotter's Wines, a fine wine distribution company based in North Wales. You're employed as a Customer Account Administrator and your role is to support customers with their monthly orders and to promote services of Flotter's Wines to new customers.

You have been asked to produce a letter that will be sent to existing customers on a monthly basis. You have been provided with the company letterhead.

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

Task A – Use a keyboard to create a letter

1 Using your computer keyboard, **open** the installed Word Processing application.

2 Using your computer keyboard open the file **Answers 134A** provided by your assessor, record the keyboard combination or keys used to open this file.

3 Using your computer keyboard, open the file provided named **Flotter's Wine Letterhead**

4 Using your computer keyboard, **input** the following text below the image

Flotter's Wines
3 – 6 Saint Oliver Road
LLANGOLLEN
North Wales

Mr Frasier Crane
190 Seattle Drive
GRIMSBY
North East Lincolnshire
DN32 1RU

Dear Mr Crane

Thank you for subscribing to Flotter's Wines, we hope you will enjoy your selection of wines. Each month we will select a collection of wines personally for you based on your previous orders. Should you wish to receive this collection you do not need to do anything, we will arrange courier service of this selection direct to your front door.

However, should you not wish to receive a collection of our beautiful wines on any given month you may cancel such delivery by contacting our distribution offices on 01978 236107 or you may email us via ***mail@flotterswines.coz.***

Yours sincerely

Flotter's Wines

5 Using your computer keyboard, **select/highlight** the address for **Flotter's Wines** and **right align** it.

6 Using your **Answers 134A**, provided by your assessor note the keyboard combination or keys used to right align the text.

7 Using your computer keyboard, ensure there is **one** clear line space after 'Dear Mr Crane' and before the first paragraph.

8 Using the appropriate keyboard shortcut, **save** the letter to your work area or removable media with the name **Flotter's Wines Draft**

9 Using your **Answers 134A**, provided by your assessor record the keyboard combination or keys used to save the letter.

Task B – Use a keyboard to edit a letter

1 Your manager would like you to add additional information to the newsletter.

Using your computer keyboard, insert the text from the text file **Additional Text.txt** provided by your assessor below the first paragraph of the letter.

2 Using your **Answers 134A** provided by your assessor list **two** different methods of how the task above can be completed using the keyboard.

Identify which one of these methods is quickest.

3 Using your **Answers 134A** provided by your assessor record the keyboard combinations or keys used to achieve consistent formatting.

4 Using your computer keyboard, **open** the spreadsheet file **Wine Costs.xls** provided by your assessor.

5 Using your computer keyboard, **select** and **copy** all the data within the worksheet.

6 Using your computer keyboard, switch back to your **Flotter's Wines Draf**t document and **paste** the data below the second paragraph ending **Pricing information below**

7 Using your computer keyboard, ensure that the font, size and spacing are formatted consistently throughout the letter.

8 Proof read the letter carefully and correct any errors found.

9 Using an appropriate keyboard shortcut, **save** the letter to your work area or removable media with the name **Flotter's Wines Final**

10 Using your **Answers 134A** provided by your assessor state **two** different ways to embolden text using a keyboard.

11 To improve efficiency what is the purpose of each of the following keys?

- F1
- Ctrl/Cmd
- Num Lock
- Shift

Give a brief explanation of how using keyboard shortcuts can improve efficiency.

12 Save your answers document as **Answers 134A_XX** (where XX are your initials) to your work area or removable media.

13 Using your computer keyboard, **close** all open applications and windows and **shutdown** your computer.

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

Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)844 543 0000 (Centres)
T +44 (0)844 543 0033 (Learners)
www.cityandguilds.com

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