Level 1 Using a Computer Keyboard (7574-134)

ITQ (QCF)
Assignment guide for Candidates
Assignment B

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

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 Grape, an online storage service for individuals and organisations. The company is based in North Wales. You're employed as an Apprentice Customer Account Manager and your role is to support customers with their accounts and to promote services of Grape to new customers.

You have been asked to produce a welcome letter that will be sent to new customers. You have been provided with a template of 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 only your computer keyboard, open the installed Word Processing application.

2 Using your computer keyboard open the file **Answers 134B** 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 **Grape Welcome Letter**.

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

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

Dear Mr Crane
Thank you for signing up to Grape, we hope you will enjoy your Grape Cloud account.

Grape leads the online data storage and backup industry by offering the largest amount of

free storage and backup on the Internet. We also offer a suite of enhanced service features including increased storage capacity for our premium users, and have extended our services to enterprise customers to help protect their business' valuable data.

Grape Cloud offers complete and secure solutions to store, backup, share, access, and edit files from virtually anywhere, at any time. Grape Cloud serves as an online, centralised vault for all important file types including: music, videos, photos, documents, and more.

If you have any questions, inquiries, or concerns, please email us at: **mail@grapecloud.coz**.

Yours sincerely

Grape
T: (+44) 0209 345 236

5 Using your computer keyboard, **select/highlight** the address for **Grape** and **change the colour to blue**.

6 Using your **Answers 134B**, provided by your assessor note the keyboard combination or keys used to change the text colour.

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 **Grape Welcome Letter Draft**.

9 Using your **Answers 134B**, 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 letter.

Using your computer keyboard, insert the text from the text file **Additional Text.txt** provided by your assessor below the third paragraph of the letter ending: …**documents, and more**.

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

4 Using your computer keyboard, **open** the spreadsheet file **Grape Clouds 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 **Grape Welcome Letter Draft** document and **paste** the data below the heading **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 **Grape Welcome Letter Final**

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

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

- Caps Lock
- Esc
- Alt
- Tab

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

12 Save your answers document as **Answers 134B_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

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