Level 2 IT software fundamentals (ISF:FS 7574-212)

ITQ (QCF)
Assignment guide for Candidates
Assignment A

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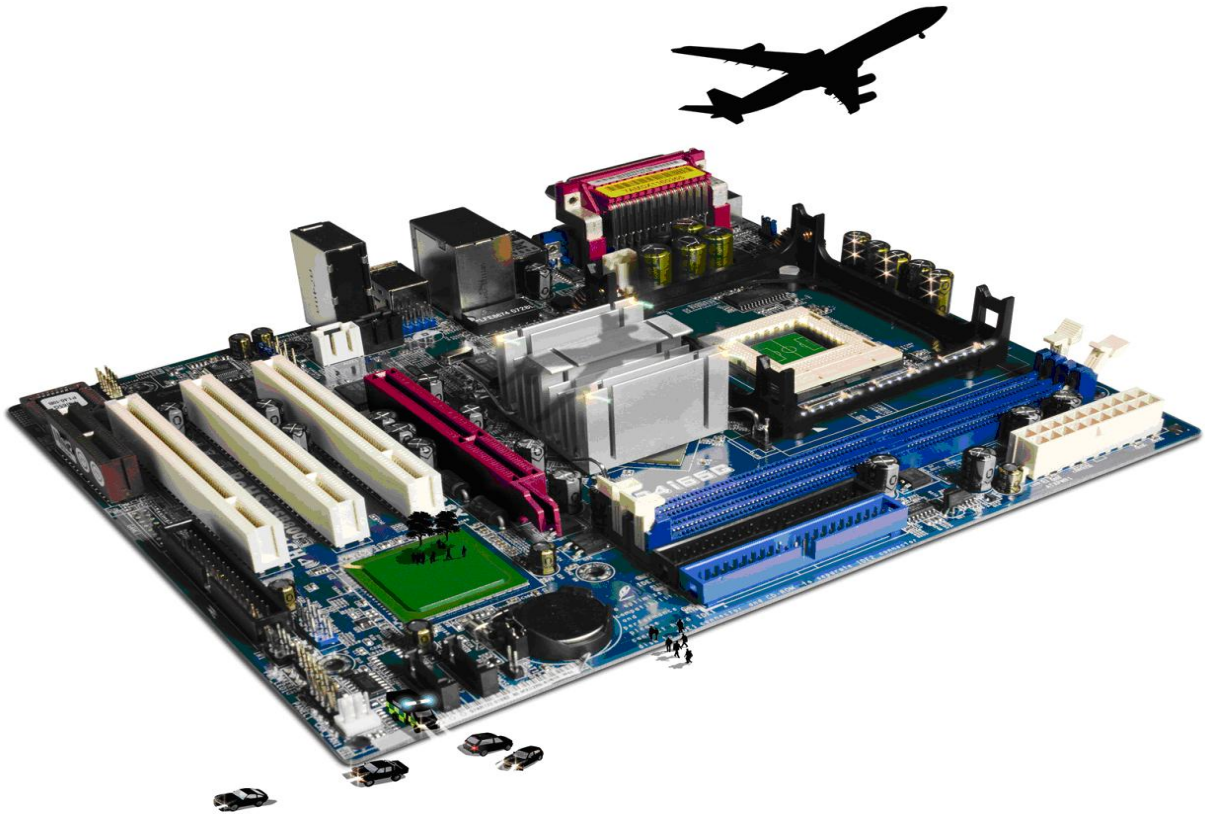

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City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)844 543 0000 (Centres) **www.cityandguilds.com**
T +44 (0)844 543 0033 (Learners) **learnersupport@cityandguilds.com**

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Level 2 IT software fundamentals (ISF:FS 7574-212)

Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 IT software fundamentals (7574-212).

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 **two hours**.

Level 2 - IT software fundamentals (ISF:FS 7574-212)
Candidate instructions

Time allowance: Two hours

The assignment:

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

- Task A - File set up
- Task B - Layout
- Task C - Further alterations to the layout and creation of graph
- Task D – Create a report

Scenario

You have just started to work for a regional cars sales outlet (Preswick Cars). The company has showrooms in Basingstoke, Farnham, Portsmouth and Winchester. Your manager Mr A. Martin is concerned that one or more of the stores are not performing as expected and that there may be too many unsold cars in stock.

He has some basic data on file available regarding the stock covering the last three months and has sketched out some basic designs. He would like to use the designs and data and to create an electronic file that will display that data in a table-like format that will compare the activities of the three showrooms. In addition he would like to further develop the available data to produce an informative sales report that will be distributed to each of the showrooms.

You have been tasked to create an electronic file that will display the first quarters figures for each showroom and from that a sales report.

Read all of the instructions carefully and complete the tasks in the order given, reviewing your work as you progress and making any changes that are necessary.

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

Task A – File set up

1 In your local area or on your removable media, create a new folder with the name **Preswick**.

2 Locate and copy the files **firstqrt.txt**, **image1.bmp** and **image2.bmp** into the folder **Preswick** that you have just created.

3 Select an appropriate software application and import **firstqrt.txt** which is a comma delimited text file.

Continue over page…

4 Use the image, **image1.bmp**, provided by your assessor to decide on the starting point for importing the file and any formatting to be used.

5 Enter your name and today's date as the page footer. Name your table **All Stock** and save the working file as **Preswick Cars1** in your **Preswick** folder.

Task B – Document layout

1 Modify your table by moving the **Sold** column to the left of the column headed **Showroom**.

2 All column headings must be clearly visible.

3 The alignment of all data must be displayed to both enhance the presentation and to improve readability.

4 Any financial values must be set to local currency, zero decimal places and right aligned.

5 The data is to be displayed by **Showroom** in ascending order.

6 For each showroom the sold vehicles must be grouped together in ascending order.

7 Adjust any column widths to ensure that all the information can be read.

8 Use the image, **image2.bmp**, provided by your assessor, to add the row headings merging any cells as necessary

- **Total Assets**
- **Cars Sold**
- **Cars in Stock**

9 Create formulae to calculate the total values for

- **Total Assets**
- **Cars Sold**
- **Cars in Stock**

10 Check your work, make any changes that are necessary and save it with the name **Preswick Cars2** in your **Preswick** folder.

Task C – Further alterations to the layout and creation of graph

1 Create a copy of the values and formatting for your **All Stock** table and paste them into a new table/sheet with the name **Backup**.

Continue over page…

2 Rename the table/sheet **All Stock** to **All Stock Qrt1**.

Note: use this table from this point forward.

3 Enter the heading **PRESWICK CARS** as shown in **image2** and make the formatting changes that have been requested.

4 Add the **three** additional columns as shown in **image2**.

Use the showroom names as the row headings and the column headings of **Cars Sold** and **Cars in Stock**.

5 Ensure that the text formatting for the column headings are the same as the main table.

6 Using the data available in the **All Stock Qrt1** table, create formulae to calculate the total values for each of the cells you have just created. Format the values to local currency and zero decimal places.

7 Check your work to ensure that the values are correct.

8 Use the totals that you have just calculated to produce a horizontal bar graph showing the total sales and the value of unsold cars for all showrooms as specified in image2.

9 Add the chart title **Stock and Sales 1st Quarter** and the axis names **Showroom** and **Value**.

Check that the graph legend displays **Cars Sold** and **Cars in Stock**.

10 Enhance your table by adding a suitable background colour.

11 Check your work, make any changes that are necessary to ensure that it meets the specification and save it as **Preswick Cars3** in the folder **Preswick**.

Task D – Create a report

1 Select a suitable application to create a quarterly report using A4 paper. You have been requested to leave a 3cm border around the whole document.

2 Create the following:

Heading - **PRESWICK CARS**
Sub heading - **1st Quarter Report**
Subject heading - **Available stock by showroom**.

Add suitable formatting, line spacing, colour and font size to enhance the headings.

Continue over page…

3 Underneath the page headings, using the following columns:

- Make
- Year
- Colour
- Model
- Seats
- Price

Create a table that shows data extracted from **Preswick Cars3** showing all unsold cars grouped by showroom.

4 On a separate page, enter the text: **Comparison of performance between showrooms**.

5 Below the text that has just been inserted copy the graph from **Preswick Cars3** and insert it, adjusting the size to fit fully between the left and right margins.

6 Check your work to ensure that it is fit for purpose and, if necessary, adjust the layout of the report to aid readability.

Insert your name and today's date as a footer.

7 Save the report as **Preswick Cars Report** in the folder **Preswick**.

8 Close all applications.

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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1 Giltspur Street
London
EC1A 9DD
T +44 (0)844 543 0000 (Centres)
T +44 (0)844 543 0033 (Learners)
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