Level 2 Word Processing software (7574-229)

ITQ (QCF)
Assignment guide for Assessors
Assignment D

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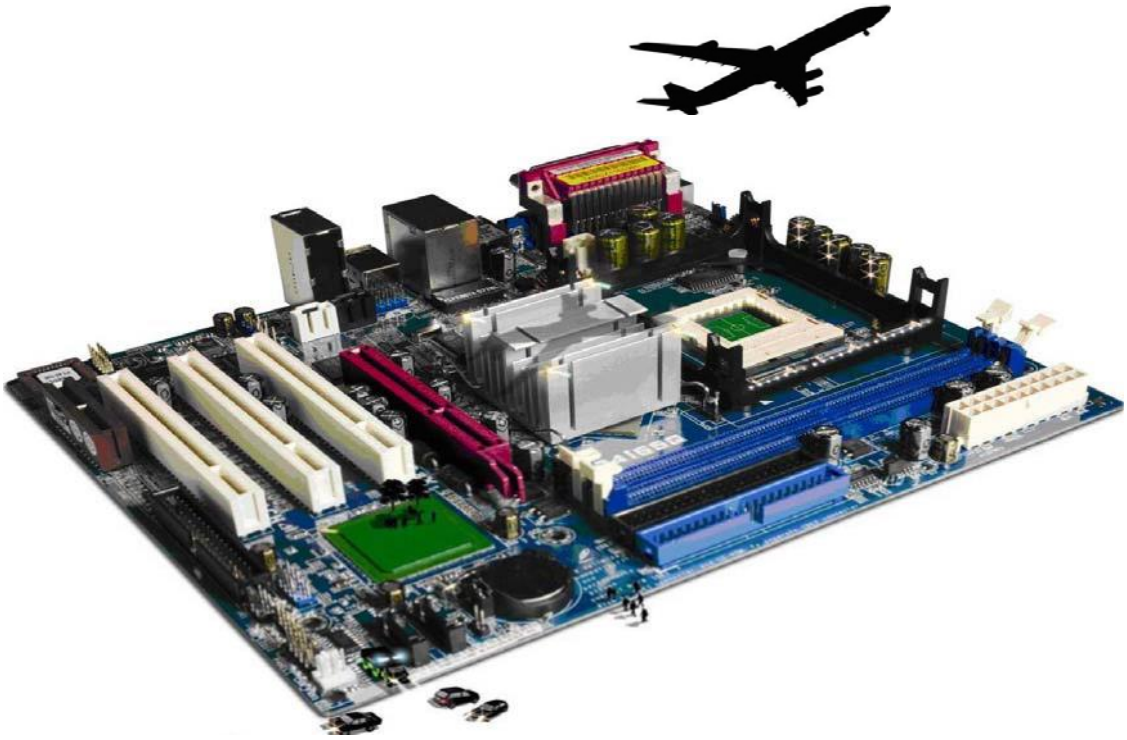

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Level 2 Word processing software (7574-229)

Assignment D

Introduction – Information for Marking Assessors

About this document

This assignment comprises all of the assessment for Level 2 Word processing software (7574-229)

The task information for this assignment is contained in the Candidate Instructions document. The following notes for guidance are provided to assist assessors in planning the delivery of the assignment to candidates.

Important information

This document must **not** be shown to candidates prior to assessment.

Feedback may be given to candidates after the assessment using this document, but they must not be allowed to keep a copy.

Health and safety

The importance of safe working practices, the demands of the Health and Safety at Work Act 1974 (HASWA) or national and / or local health and safety regulations, associated regulations and Codes of Practice associated with the particular industry, must always be stressed. This will include directives from the European Union (EU) where appropriate. Candidates have responsibilities for maintaining the safety of others as well as their own. Anyone behaving in an unsafe fashion must be stopped and a suitable warning given. A candidate should never be allowed to continue on an assignment if they have contravened these requirements. This may seem rather strict but, apart from the potentially unpleasant consequences, each candidate must acquire the habits required for the workplace.

Location of assignment

Any suitable environment.

Equipment required for this assignment

It is assumed that candidates will be working on a Network system in which case they will have a Home directory and read access to an area from which assignment information (files and directories) can be read. If stand-alone computers are used, the assignment details can be placed on the fixed disk, and the candidate files stored on removable storage media.

Evidence and recording

Centres should ensure that all data produced by candidates is kept secure and that assignments are, once downloaded, kept locked safely away until their use. It is the responsibility of the centre/assessor to ensure that the candidate taking an assignment /test is the correct person.

Ideally, centres should produce a written strategy outlining their procedures for ensuring the above takes place.

Security

Centres should ensure that all data produced by candidates is kept secure and that assignments are, once downloaded, kept locked safely away until their use. It is the responsibility of the centre/assessor to ensure that the candidate taking an assignment /test is the correct person.

Ideally, centres should produce a written strategy outlining their procedures for ensuring the above takes place.

Time considerations

Recommended time allowances have been allocated for each assignment; however they do not form part of the marking criteria, and are for guidance purposes only. However, if you feel that a candidate requires extra time to complete the assignment this is at the discretion of the Assessor.

It is recommended that the candidates should complete this assignment within **two hours**.

If the assignment is taken over more than one period, all removable media and paperwork must be returned to the test supervisor at the end of each sitting.

A period of seven days must have elapsed before an unsuccessful candidate can retake this assignment.

Files to be provided by the centre

	For Task	File specification	Type	File name
1	A	Logo1.jpg	.jpg	Logo1
2	B	Stay_connected.jpg	.jpg	Stay_connected
3	B	Alumni Data.doc	.doc	Alumni Data
4	C	Letter.txt	.txt	Letter
5	C	Students List.xls	.xlsx	Students List

All files and worked examples are available from our website.

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Marking and grading criteria

How to mark this assignment

All candidate instructions are shown for ease of marking. A mark should be given for each task specified in the marking, if the candidate achieves it. At the end of the marking criteria candidates' marks should be totalled and an overall grade should be given according to the prescribed number of criteria shown. Use all available evidence to support the awarding of marks including electronic files, printouts etc. The Evidence and Recording column is shown as a suggestion.

Grading criteria

Pass – 29 criteria shown as ( ).

Please note: DO NOT MARK PRINTOUTS WITHOUT A NAME pages, which contain handwritten footers may be marked but the marks specified for the footer may not be awarded.

Task A	Outcome Reference	Evidence and Recording	Candidate instructions	Marking criteria	Marking
1	B1.1 B2.1 B2.2	**Admin_docs folder**	Create a folder in your work area or on portable media called **Admin_docs**. Copy the data files provided by your assessor to this folder.	Created a folder called **Admin_docs** Copied the data files to the folder	( )
2	B1.2 B1.3 B1.7 B2.2 B2.4 B3.1 B3.3	**Letterhead_draft file**	Open a new word processing document and set the paper size to A4, with top and bottom margins set to 2cm and the left and right to 2.5cm.	Paper size set as A4 portrait	( )
				Top and bottom margin set to 2cm	( )
				Left and right set to 2.5cm.	( )

3	B1.6 B1.1 B1.2 B3.1 B3.2 B3.3	**Letterhead_draft file**	Insert the image **Logo1.gif** into the top-left side of the header in the document to create a college logo Ensure a professional image is maintained.	Inserted the graphic **Logo1.gif** into the left of the header to create a company logo.	**( )**
4	B1.2 B1.5	**Letterhead_draft file**	Resize the image to form a logo that is 2.5cm in height, maintaining the aspect ratio.	Resized the image to form a logo which is 2.5cm in height and maintaining the aspect ratio	**( )**
5	B1.1 B1.2 B3.1 B3.2	**Letterhead_draft file**	Insert the following text at the top right hand side of the header of the document, using an 11pt Arial font that is right aligned. **Mount Joy** **# A 20 West end Street** **Havenbury, W-Extension,** **AV00 9RW** Ensure that all text is entered correctly.	Given text inserted to the right hand side in the header	**( )**
				Text formatted to 11pt Arial font and right aligned.	**( )**
6	B1.2 B1.7 B3.4 B3.5 B3.6	**Letterhead file**	Insert **your name, the date and Printout-1** in the footer, left align and take a print out of your **Letterhead** document.	Inserted candidate **name, the date and Printout-1** in the footer	**( )**
				Text is left aligned.	**( )**
				Taken a print out of the **Letterhead** document	**( )**
7	B1.7 B3.5 B3.6	**Letterhead v1 file**	Save the file as a template with the name **Letterhead v1.**	Saved the file as a template with the name **Letterhead v1**	**( )**
Task B	**Outcome Reference**	**Evidence and Recording**	**Candidate instructions**	**Marking criteria**	**Marking**
1	B1.1 B1.2	**Letterhead v1**	Use the file **Letterhead v1** that you created in **Task A.**	Opened the **Letterhead v1** created in **Task A**	**NA**
2	B1.1 B2.1 B3.1	**Letterhead v1**	Insert a 3D border, with a width of 3pt and colour red.	3D borders inserted	**( )**
				Formatted the border width to 3pt	**( )**
				Border is a red colour	**( )**

3	B1.1 B2.1 B3.1 B3.2 B3.3 B3.4 B3.6	**Letterhead v1**	Using word art or a similar function insert the words Alumni Meet in the top left hand side of the document.	Used word art or a similar option to insert the word **Alumni Meet** to the top left hand side of the document.	( )
4	B1.2 B1.5 B2.2 B3.2 B3.4	**Letterhead v1**	The word art text should be modified to Arial 40pt.	Word Art text formatted to Arial 40pt	( )
5	B1.2 B1.5 B2.4 B3.2 B3.4	**Letterhead v1**	Format the text Alumni Meet as **"Orange, Accent 2, 50% darker".**	Formatted the text Alumni Meet as **Orange, Accent 2, 50% darker**	( )
6	B1.1 B1.6 B3.2 B3.6	**Letterhead v1**	Insert the image **Stay_connected.jpg** in the top right hand corner and resize it to 2cm high maintaining the aspect ratio.	Inserted the image **Stay_connected.jpg** in the top right hand corner and resized it to 2cm high while maintaining the aspect ratio	( )
7	B1.5 B1.6 B2.2 B2.3	**Letterhead v1**	Insert a table as given below.	Inserted the appropriate table	( )
				Merged the cells in the first row	( )
				Inserted the heading as Information	( )
8	B1.5 B2.1 B2.2 B2.4 B3.2	**Letterhead v1**	Format the text Information as 14pt, bold, Comic Sans MS, Dark Blue and Centre aligned.	Formatted the text Information as 14pt, bold, Comic Sans MS, Dark Blue and Center aligned.	( )
9	B1.5 B2.1 B2.2 B2.4 B3.2	**Letterhead v1**	For the left hand side column give the heading **Alumni Meet** and for the right hand side column the heading should read as List of events.	Heading for the left hand side column is given as **Alumni Meet**	( )
				Heading for the right hand side column is given as **List of events**	( )
10	B1.5 B2.1 B2.2 B2.4 B3.2	**Letterhead v1**	Format both the headings as 12pt, bold, Comic Sans MS, Black, underlined and left aligned.	Formatted both the headings as 12pt, bold, Comic Sans MS, Black, underlined and left aligned	( )

11	B1.2 B1.5 B2.1 B2.2 B2.4 B3.2	**Letterhead v1**	Open the file Alumni Data supplied by your assessor and paste the text in the relevant columns adhering to the house style. House Style: All documents should be prepared on the college letterhead All running font should be size 11pt, Arial, black, justified All bullets and sub-bullets must be changed to numbers Remove any space before/after paragraph and lines spacing must be 1.0 All documents should be saved with the month and year after the name e.g. Invoice-March-2018 Dates on letters are always typed in full e.g. 18th March 2018	Appropriately copied and pasted the text from the file **Alumni Data**	( )
12	B2.3	**Letterhead v1**	Clear the table borders.	Removed table borders	( )
13	B3.5	**Letterhead v1**	Use the spell check facility to remove any spelling errors including any non UK spellings..	Corrected studnts to students	( )
				Corrected profesors to professors	( )
				Corrected pinting to Printing	( )
14	B3.4 B3.5 B3.6	**Letterhead v1**	Proof read the document and check that the formatting is consistent.	Proof read the document and checked the formatting for consistency	( )
15	B1.7 B3.5 B3.6	**Alumni GT-Draft-1**	Save the file as **Alumni GT-Draft-1** within the **Admin_docs** folder adhering to house rules for saving documents.	Saved the file as **Alumni GT-Draft-1** within the **Admin_docs** folder adhering to house rules.	( )

Task C	Outcome Reference	Evidence and Recording	Candidate instructions	Marking criteria	Marking
1	B1.1 B1.2 B1.3 B1.4 B1.5 B1.6 B1.7 B2.1 B2.2 B3.1	**Mailshot file**	Create a new document based on the template **Letterhead v1** that you created in Task A. Insert the text from the file **Letter.txt** into your new document. Keep the style similar to the style used for the college address. Carry out the following formatting instructions: Heading bold and underlined Fully justify the text. Keep line spacing as 1.5 Proof read and spell check the document including for non-English spellings. Update the text Your name – with your own name	Created a new document using the template created in Task A	( )
				Appropriately inserted the text from the file Letter.txt into the new document	( )
				Test style kept similar to the style used for the college address	( )
2	B1.1 B1.2 B1.3 B1.4 B1.6 B2.1 B2.2 B3.1 B3.2	**Mailshot file**	Use the current document as a mail merge document and use **Students List.xls** as your data source file, create a mail merge.	Used the current document and **Students List.xls** to create a mail merge document	( )
				Used the merge field facilities to insert text after '**Dear**…':	( )
				Inserted the student address in a suitable place within the letter	( )
			Use the merge field facilities to insert name and address in the document. (in the sections identified [ ]) Create merged letters for each entry in the **Students List.xls** file.	Created the merged letter for each entry in the **Students List.xls** file	( )

3	B1.2 B1.5 B3.1 B3.3 B3.4 B3.5	**Mailshot file**	Insert your name and **Printout-2** in the footer and print a copy of the unmerged document showing the merge fields.	Inserted candidate name and **Printout-2** in the footer	**( )**
				Printed copy of the unmerged document showing the merge fields	**( )**
4	B1.2 B1.4 B1.6 B3.1 B3.3 B3.4 B3.5 B3.6	**Mailshot file**	Amend the footer to read **Printout-3,** print the merge letter for the 15th record. Save the file as **Mailshot** and close the document	Amended the footer to read **Printout-3** Printed the merge letter for the 15th record Saved the file as **Mailshot** and close the document	**( )** **( )** **( )**

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Marking summary

Assignment D

About the Candidate

Candidate name		**City & Guilds registration number**	
Centre name		**Centre number**	

About the assessment

Date of assessment		**Time started**	
		Time completed	

Number of ( ) achieved

Pass – 29 criteria shown as **( )**.

Overall grade achieved

Signatures

Candidate Signature		**Date**	
Quality nominee (if sampled)		**Date**	
Assessor Signature		**Date**	
External Verifier		**Date**	

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