Level 2 Word processing software (7574-229)

ITQ (QCF)
Assignment guide for Candidates
Assignment C

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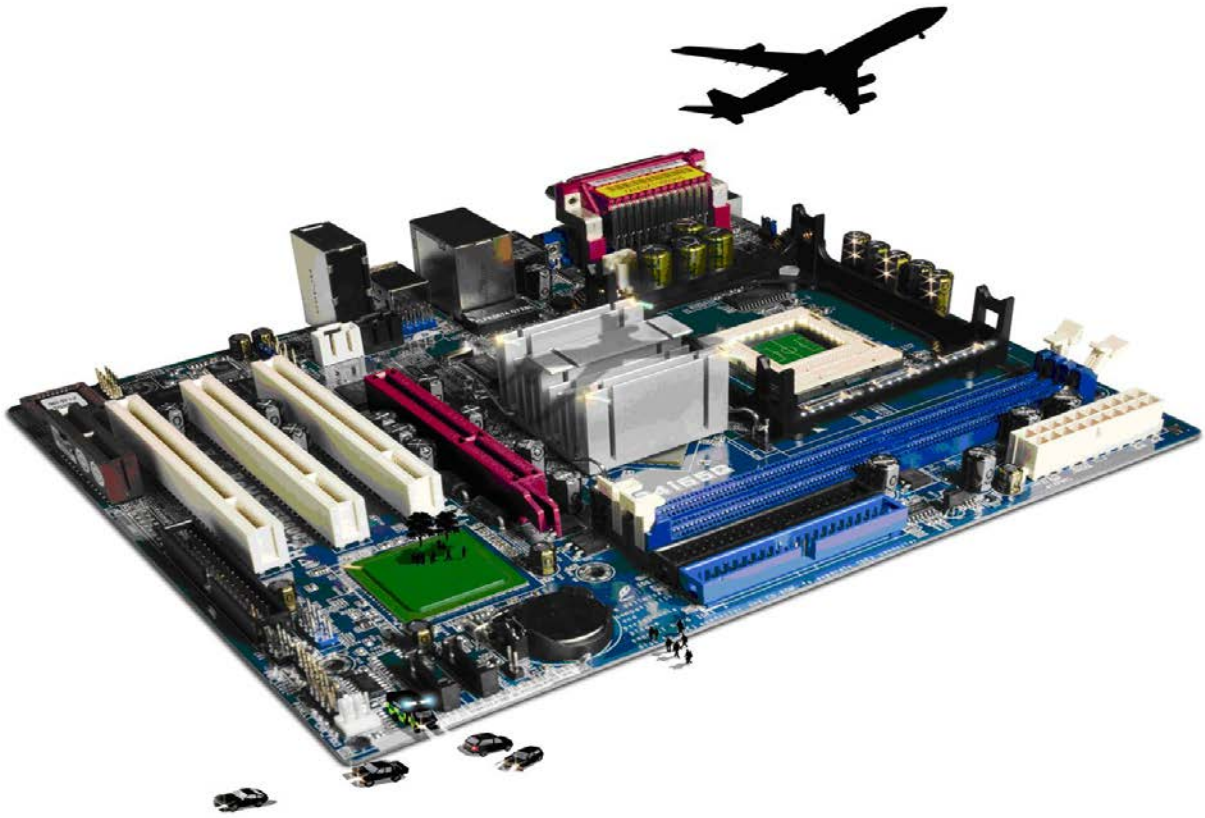

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Assignment C
Introduction – Information for Candidates

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

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 Word processing software (7574-229)
Candidate instructions

Time allowance: two hours

The assignment:

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

- Task A - Prepare a merged letter
- Task B – Preparing a meeting agenda
- Task C – Preparing a two column draft document

Scenario

You are working as a volunteer with an organisation called Words Across Worlds or WAW. The organisation appeals for and collects books that can be sent to children in need in other parts of the World. You have been asked to help on the latest appeal.

You have been given some data and need to produce the following documents: a letter, an agenda for the next meeting and a draft newsletter document.

Note:

- The company does have a House Style – that is all internal documents should be produced using the font Calibri size 12.
- All letters should be on letterhead and use Arial size 12.
- All documents should be saved with the month and year after the name eg ExpensesMay2010.
- Dates on letters are always typed in full eg 18th March 2010.

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

Task A – Prepare a merged letter

1 Locate and use the **WAW** letterhead template.

2 Locate and insert the prepared text called **WAW Meeting Letter**.

3 Locate the file called **CONTACTS**.
Prepare the document ready to merge all the contacts that have the letter M in the status column, as the names and addresses for the letter.

4 Using house style add today's date to the document.

Continued over…

5 At the bottom of the letter create a line, margin to margin to form a 'tear off slip' which contains the following details:

- Name.
- Address.
- Email or phone.
- I will/will not be attending the meeting.
- Additional requirements if attending.

Format and space the information appropriately.

6 Insert a symbol (pair of scissors or other) on or above the line to indicate this is a 'tear off slip'.

7 Ensure there is sufficient room for people to write their name, address and contact details. Ensure this document does **not** go onto **two** pages.

8 Add **WAW@hotmole.co.uk** as a hyperlink to the footer of the letter.

9 Check the document for accuracy and make any changes necessary to ensure that the document conforms to the house style.

Save the document as **New Meeting Letter**.

10 Mail merge the letter using the file **CONTACTS** and save it as **Merged New Meeting Letter**.

Task B – Preparing a meeting agenda

1 Open a new document.

2 Insert a **two** or **three** column header.

At the right of the header add the right aligned word **AGENDA**.

Resize this text using a font size of at least **36** point.

3 Insert the **WAW logo** into the left side of the header.

4 Add the following text to main body of the document.

- WAW New Launch Meeting.
- Add a date that is one month from today as the date of the meeting.
- Time: 2.30 – 4.40.

Continued over…

5 Add a **three** column table with the following column headings:
- Time
- Item
- Owner

6 Add the following items to the agenda, in the appropriate columns:
- 2.30, Welcome, Chair.
- 2.45, Results of the last book appeal, Treasurer.
- 3.00, New schools to be included in this appeal, Secretary.
- 3.30, Consideration of Draft Document as circulated, Secretary.
- 4.15, Any other business, Chair.
- 4.30, Close, Chair.

7 Add shading of your choice to the column headings.

8 Set the cell and table borders to borders of your choice.

9 Towards the bottom of the page add the words **Chair Signature** and the word **Date** underneath.

10 Save the document as **AGENDA**.

Task C – Preparing a two column draft document

1 Open a new document.

2 Insert a **two** or **three** column header.
At the right of the header add the word **DRAFT**.

3 Insert the **WAW logo** into the left side of the header.

4 Create the document title **WAW Book Appeal XXXX** (where XXXX is the current year) centralised with the font size set to at least **26** point, font colour blue and underlined.

5 Underneath the title add the image called **Appeal** and format it to be right aligned.

6 Underneath this image add the text **This Year's Book Appeal**, left aligned.

7 Apply a **Heading** style to this text.

8 Insert the provided text **Forward**.

9 From this point forward in the document add **two** columns.

10 Add the heading **New Countries** to column **one** and apply the **Heading Style 2** to this text.

Continued over…

11 Insert the text from the file called **New Countries** into column **one**.

12 Apply bullet points to the **three** countries.

13 Add the heading **Calendar** to column **two**.

14 Insert any clipart image of a calendar into this column.

15 Resize and move the image to the right and in line with the heading **Calendar**.

16 Add the following text into this column
New member meeting the last Friday of every month – please call for details.

17 Change the font colour for the headings **New Countries** and **Calendar** to a colour of your choice.

18 Save the document as Draft Flyer.

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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