City & Guilds Level 3 Word processing software (WP 7574-329)

ITQ
Assignment guide for Candidates
Assignment A

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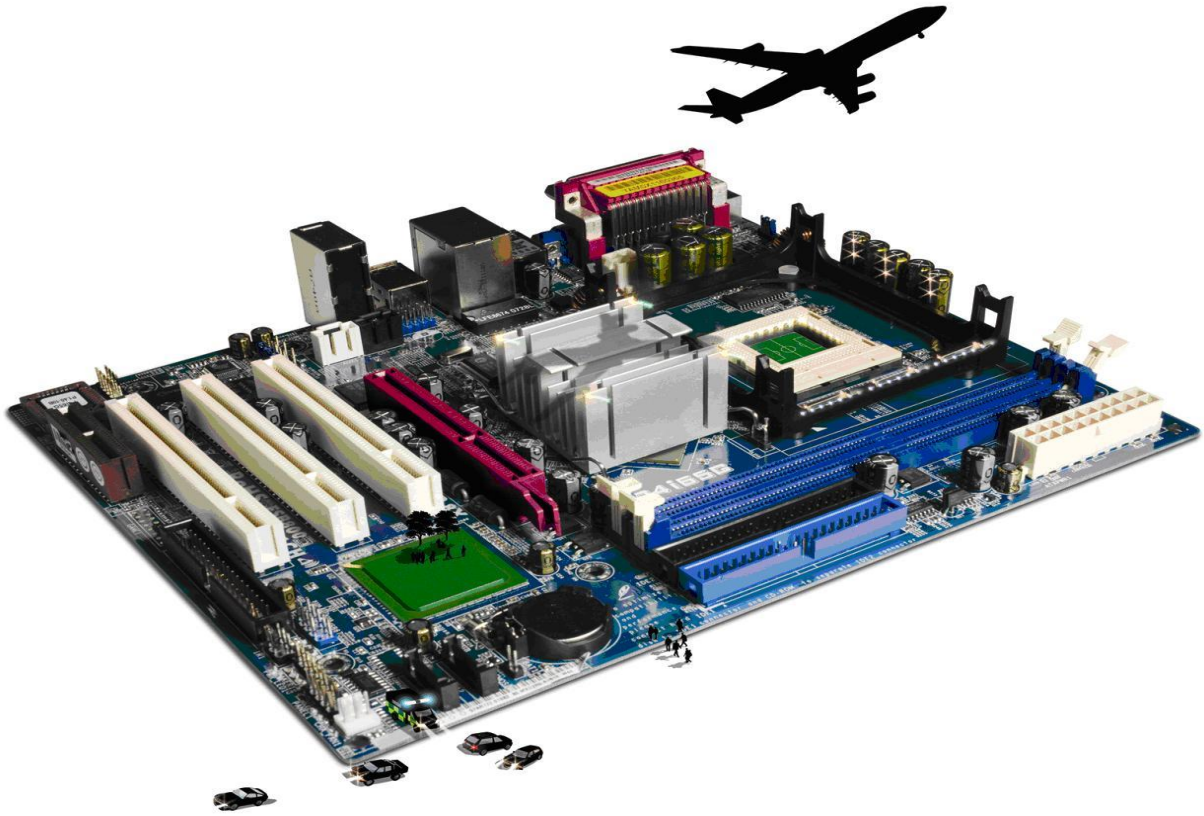

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Level 3 Word processing software (WS 7574-329)
Assignment A
Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 3 Word processing software (WS 7574-329).

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 and a half hours.

Level 3 Word processing software (WP 7574-329) Candidate instructions

Time allowance: Two and a half hours

The assignment:

This assignment is made up of four tasks

- ***Task A - Creating a template for a Newsletter***
- ***Task B - Creating a template for a form***
- ***Task C - Editing a long document***

Scenario

You work as an administrator at a company called Millers. Their main products are known with the brand name Good 4 U™.

You have been asked to create a Newsletter file and an Article Submission Form, both of which are to be used internally each month.

You have also been given the job of completing the companies Sustainability Policy, which is a long unformatted document. You have to add yourself as a reviewer for this document and track all changes made.

Note:

- ***The company does have a House Style – that is all internal documents should be produced using the font Calibri size 12pt for body text and 18pt for headings.***
- ***Whenever the brand name Good 4 U is used please add a Trade Mark ™ symbol. All documents must be saved with version control included: for example Article_Submission_Form_v1.0***
- ***The company colours are green and grey and orange.***

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

Continued over...

Task A – Creating a template for a Newsletter

1 *Create a template that can be used as a monthly newsletter (don't forget the company colours) and include the following:*

- *a place for Date and Issue number*
- *the Newsletter Title –"Good 4 U™" in a coloured text box – emphasis the text so that it clear*
- *the company Logo, provided by your assessor (minimum 5cm x 5cm) and remove any white space*
- *three columns for text with a line between and the words "Type text here" is at the top of each column and correctly formatted*
- *add content control to the words "Type text here" so that the words can be overwritten automatically when they are selected without the need for the user to delete them.*

2 *In the footer add the e-mail address Good4U@hotmole.coz as a mailto: hyperlink.*

3 *Save as a template file to your work area (use house rules).*

4 *Add a shortcut to your work area for this template.*

Task B – Creating a template for a form

1 *Create an Article Submission Form.*

2 *Add the heading Article Submission Form. Centre align it using house style.*

3 *Add a table, similar to that shown below, to include:*

Author Name			
Article Name		*Date Submitted*	
Accepted by		*Date Accepted*	

4 *Below the first table add a second table, similar to that shown below, to include:*

Article Details				
Type	*Word Count*	*Image Included*	*Image Name*	*Image Placement*
		☐		
		☐		

Add form check boxes to the Image Included column.

Continued over…

5 *Below table two add another small table, similar to that shown below, for the key with a double line, green border of 1.5pt.*

Key

Type	
N	*News*
F	*Fiction*
NF	*Non Fiction*

6 *Add suitable form fields to all data input cells.*

7 *Underneath table three add the words Editor Notes and add a suitable form field for data entry.*

At the bottom of the document add the words Editor Signature.

8 *Protect the form and check that all data input areas accept editing. Making any changes as necessary.*

9 *Save as a template file to your work area (use house style rules).*

Task C - Editing a long document

1 *Open the internal document called Green Policy, provided by your assessor and track any changes.*

Ensure you are identified as a reviewer.

2 *Check the document to ensure that the house style font is used throughout and that paragraph spacing is consistent. Check the accuracy of the document.*

Insert the ™ Trade Mark symbol at any mention of the words Good 4 U.

Save the document to your work area as an initial draft (use house style rules).

3 *Create and save a style (using a suitable name) that can be used on all sub headings (currently underlined). The style should consist of a font type that is different in style and size than that used in the main body and the main headings. Format the subheadings style colour to green.*

4 *Use the style you have just created on all sub headings in the document (currently underlined).*

Continued over...

5 Insert the following footnotes as indicated in the document with the word (FootNote):

- *www.businessgreen.com*
- *http://www.guardian.co.uk/environment/2008/feb/21/waste.recycling*
- *http://www.guardian.co.uk/environment/2008/feb/21/waste.recycling*

Hyperlink these to the relevant web pages.

6 Insert a new page at the end of the document and change this page's orientation to landscape, without affecting the rest of the document.

7 Find and insert all of the data from the file called European Data to create two tables – one for Sector Industrial and the other for Sector Commercial, place them one underneath the other and ensure that the data is linked to the original document.

Use no more than two pages for this.

Format to show all borders in both tables.

8 At the top of this page, in the same style used for all subheadings, add the heading:

Industrial and commercial waste by business sector and waste type (adapted) for England in tonnes.

9 Insert a new page at the end of the document in portrait orientation without affecting the rest of the document.

10 Copy the chart picture from the file called European Data and paste onto this page.

At the top of this page, in the same style used for all subheadings, add the heading:

Europe an Recycling League Table

11 Underneath subheading for the chart picture add the following caption:

According to statistics provided by Eurostat, the UK is 11th in the European Recycling League Table.

12 Insert a Table of Contents at the beginning of the document. Edit the Table of Contents to maintain the house style.

13 Insert a front sheet before the Table of Contents with the following text:

Millers – Good 4 U
Sustainability Policy

Continued over…

14 *Format the size and alignment in keeping with house style and add a green border. Position the heading appropriately on the front sheet.*

Ensure that the page number is not showing on this page.

Add page numbers to the document and centre align them.

15 *Save the document to your work area as Sustainability Policy (use house rules).*

Check the document, making any final modifications to improve the overall layout and presentation. Resave the document as Sustainability Policy Final (use house rules).

Task D – Reviewing a document

1 *Using the Answers document, provided by your assessor, identify what types of information were required to produce your Sustainability Policy Final document.*

2 *On your Answers document, give a brief description of the requirements and structure of your completed document.*

3 *Close any open 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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