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

ITQ
Assignment guide for Candidates
Assignment B

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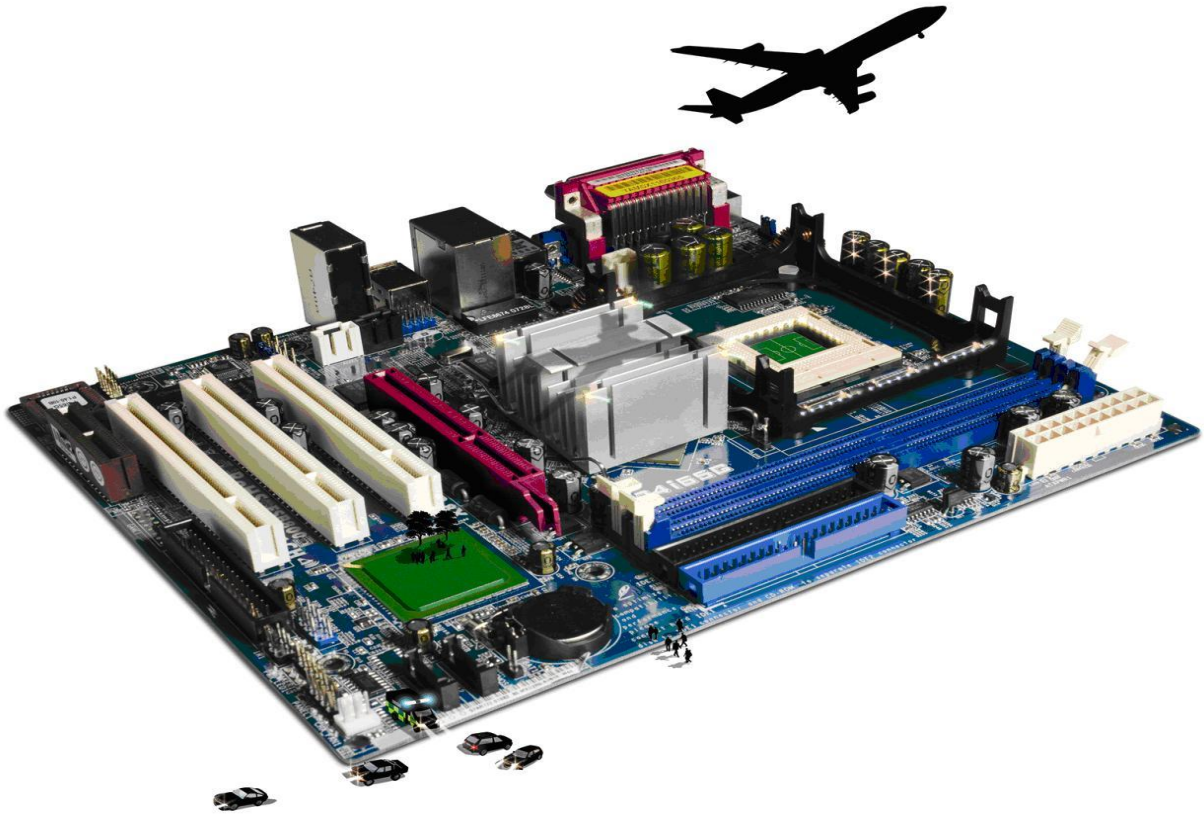

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Level 3 Word processing software (WP 7574-329)
Assignment B
Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 3 Word processing software (WP 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***
- ***Task D – Underpinning Knowledge***

Scenario

You work as an administrator at a company called Enterprise Skills Training UK. Offer training to individuals in need of skills and training to get into work or progress within their current company.

You have been asked to create a Newsletter Template and an Initial Contact Submission Form, both of which are to be used internally.

You have also been given the job of completing the company's handout which they will give to all individuals seeking work, which is currently 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 Cambria 18pt for headings. For further sub headings 16 pt Cambria and 14pt Cambria are used.***

- ***All documents must be saved with version control included: for example Article_Submission_Form_v1.0***

- ***The company colours are Blue and Red.***

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

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 –"Staff Newsletter" as a Heading, using suitable formatting and the Company name as a subheading.***
- ***the company Logo, provided by your assessor (Minimum 6cm width and aspect ratio locked) and remove any white space.***
- ***Beneath the title and logo insert a double line across the width of the page, using suitable formatting.***
- ***Two columns for body text with no 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 email address enterpriseskills@hotmole.coz as a mailto: hyperlink.***

3 ***Save as a template file to your work area using the saving rules set out in the scenario.***

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

Task B – Creating a template for a form

1 ***Create an Initial Contact Form.***

2 ***Using the house style add the centre aligned heading Contact Details.***

3 ***Add a table, similar to that shown below, and include in the Newsletter:***

- ***A smaller body font.***
- ***Same formatting.***

Title					
Forename		Surname			
Date of Birth		Age		Ethnicity	
Address					
Postcode		Telephone Number			
E-mail Address					

Continued over…

4 Below the first table, add a second table with the subheading 'Previous achievements and qualifications'.

Add form check boxes to the table as shown.

Completing this section will help us agree the best course for you	
English qualification at Level 2 or above (GCSE A-C) or equivalent?*	*YES* ☐ *NO* ☐
Maths qualification at Level 2 or above (GCSE A-C) or equivalent?*	*YES* ☐ *NO* ☐
Have completed any form of education and or training in the last three years?	*YES* ☐ *NO* ☐

5 Below table two add another, similar to that shown below:

Do you have a current and up to date CV	*YES* ☐ *NO* ☐
What areas of work are you looking for work in?	
Do you have any medical issues we should be aware of?	

Do you have a diagnosed learning difficulty?

How did you hear about us?

6 Underneath the table headed How did you hear about us? add a final table, similar to that shown below:

Date:	

7 Add suitable form fields to all data input cells.

Note: Your data input fields must include at least two different field types (eg text, date, number, yes/no, list etc).

8 Under the date table add the words Staff Notes and add a suitable form field for data entry.

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

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

10 *Save your form to your work area (use house style rules).*

Task C – Editing a long document

1 *Open the internal document called Getting a Job, provided by your assessor and apply track 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.*

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 bold). 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 red.*

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

5 *Create and save a further style (using a suitable name) that can be used on all further 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 but smaller than the sub headings. Format this subheadings style colour to blue.*

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

7 *Insert footnotes as indicated in the document with the word (Footnote): by copying the web link below the paragraph as the footnote.*

Hyperlink these to the relevant web pages.

Format these using a font in the same style as the body text, but in a smaller font.

8 *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.*

9 *Find and insert all of the data from the file called nomis_2010 to create a table.*

Format to show all borders in the table.

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

Claimant Rates July 2010.

Continued over…

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

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

Enterprise Skills Training UK
Getting a Job Handout

13 Format the size and alignment in keeping with house style and add a red 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.

14 Save the document to your work area as Getting a Job (use house rules).

Check the document, making any final modifications to improve the overall layout and presentation. Resave the document as Getting a Job FInal (use house rules).

Task D – Underpinning Knowledge

1 Identify what types of information were required to produce your Getting a Job Final document.

2 Give a brief description of the requirements and structure of your completed document.

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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