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

ITQ
Assignment guide for Candidates
Assignment C

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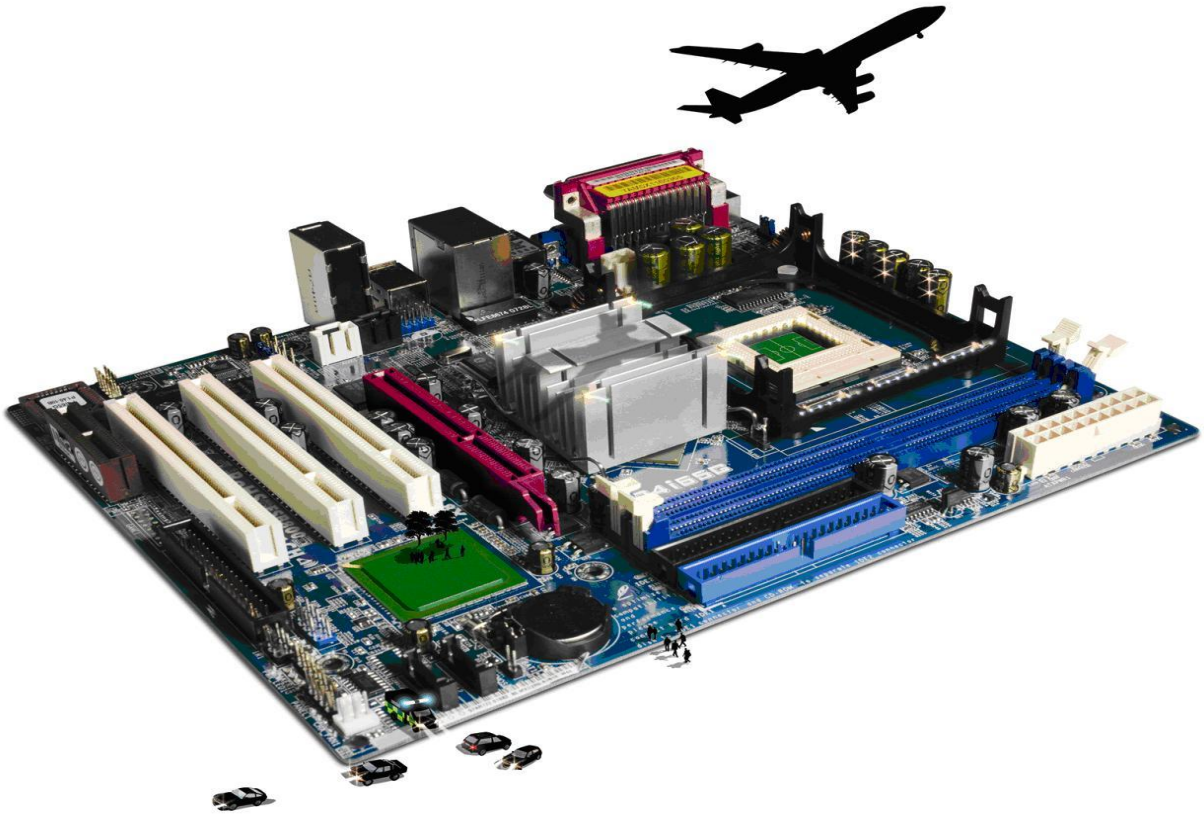

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Level 3 Word processing software (7574-329)
Assignment C
Introduction – Information for Candidates

About this document

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

Candidate instructions

Time allowance: two and a half hours

The assignment:

This assignment is made up of four tasks

- ***Task A - Create a template for a newsletter***
- ***Task B - Creating a template for a given form***
- ***Task C - Editing a document***
- ***Task D - Reflecting on the data***

Scenario

You work as a content creator at a consultancy called ABDConsultants who provide IT services to small and medium-sized enterprises (SME).

You have been asked to create a newsletter template and an internal Lead Submission Form, both of which are used within the consultancy.

You have also been given the task of completing the company's journal which they will give out to all new hire's as part of the 'Get to know ABDConsultants' program. You will have to add yourself as a reviewer for this document and track all changes made.

Note:
The company has a House style:

- ***All internal documents need to produced using the font Times New Roman with a font size of 13pt for body text and Arial 17pt for headings. For further sub headings, 15pt Calibri and 14pt Calibri must be used.***
- ***The text colors are blue and black.***
- ***All documents must be saved with a version control for example, Article_Submission_Form_v1.0***

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

Task A – Create a template for a newsletter

1 Create a template that can be used as a monthly newsletter (keep in mind the company colours) and include the following:

- *The Newsletter title – "ABDConsultants – Monthly review" in a blue coloured text box (emphasize the text)*
- *A place for date and issue number*
- *The company logo provided by your assessor (min 6cm X 6cm) at the top right corner of the page.*
- *Beneath the title and logo insert a single line across the width of the page, using suitable formatting.*
- *Three 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 info@abdconsultantsxy.zy as a mailto: hyperlink

3 Save as a template file to your work area (use house style)

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

Task B – Creating a template for a given form

1 Create a new document called initial Lead Submission form.

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

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

Employee Name			
Employee ID		*Department*	
Designation		*Managers ID*	
Unique Ref Code			

4 Add another table to include:
Form check boxes to the second column (as given above).

Please enter the following details	
Do you have a personal connection with the lead?	*YES* ☐ *NO* ☐
Can a conflict of interest arise in the future?	*YES* ☐ *NO* ☐

5 Add a third table, to include the next few questions as given below:

Name of the company(lead)	
POC Contact information	
Domain	

Briefly explain the client's needs:
How did you find the lead?

6 Add another table, similar to that shown below, for the key with a double line, blue border of 1.5pt.

Key	***Domain***
M	***Management***
AC	***Academician***
F	***Finance***

Also add date table as 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 (e.g. text, date, number, yes/no)

8 Check that all data input areas accept editing. Make any changes as necessary.

9 Save as Lead Submission form to your work area (use house style style).

Task C – Editing a document

1 Open the internal document called Getting to know ABDConsultants, 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 style)

3 Create and save a style (using a suitable name) that can be used on all sub headings.

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 blue.

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

5 *Create and save a further style (using a suitable name) that can be used on all further sub headings. 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 black.*

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

7 *Insert a new page as the last sheet in the document and change its orientation to landscape without affecting the rest of the document.*

8 *Copy the text from the 'file 'info.txt' and paste it into this document.*

9 *Format the text in the same way as you did before in step 6.*

10 *Create another page at the end of the document in the portrait mode without affecting the rest of the document.*

11 *Insert the image A1.jpg into the page and add the following caption:*

ABDConsultants.
Your prefect employer

12 *Insert a new front sheet with the following text:*

ABDConsultants
Welcome new hire!

13 *Save the document to your work area as New Hire journal (use house style).*

Task D – Reflect on the data

1 *In the Answers document, identify what types of information were required to produce your document.*

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

Save the document to your work area as Answers (use house style)

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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