

**OXFORD CAMBRIDGE AND RSA EXAMINATIONS
LEVEL 2 CERTIFICATE/DIPLOMA FOR IT USERS (CLAiT PLUS)**

05539

SAMPLE ASSIGNMENTS (SET B)

Please note:

These sample assignments are for practice purposes only and must not be used for final assessment.

The following assignments are included in this booklet:

Unit 1: Integrated e-Document Production	1/SAMPLE/B (QCA Accreditation Number – R/102/9593)
Unit 2: Manipulating Spreadsheets and Graphs	2/SAMPLE/B (QCA Accreditation Number – Y/102/9594)
Unit 3: Creating and Using a Database	3/SAMPLE/B (QCA Accreditation Number – D/102/9595)
Unit 4: e-Publication Design	4/SAMPLE/B (QCA Accreditation Number – H/102/9596)
Unit 5: Designing an e-Presentation	5/SAMPLE/B (QCA Accreditation Number – K/102/9597)
Unit 6: e-Image Manipulation	6/SAMPLE/B (QCA Accreditation Number – M/102/9598)
Unit 7: Website Creation	7/SAMPLE/B (QCA Accreditation Number – T/102/9599)
Unit 8: Electronic Communication	8/SAMPLE/B (QCA Accreditation Number – D/102/9600)

Sample CBA Units 1, 2 and 3 are not included.

QCA Accreditation Numbers
Certificate – 100/4947/2
Diploma – 100/4948/4

LEVEL 2 CERTIFICATE/DIPLOMA FOR IT USERS (CLAiT PLUS)

Unit 1: Integrated e-Document Production

1/SAMPLE/B

Important Notes for Tutors (Page 1 of 2)

Confidential. Not for viewing by candidates

The supplied files should be placed on an area of the file system (network, local or floppy). Tutors must **not** change the file types.

NOTE: The **camp**s datafile is provided in two formats. Tutors should provide the candidate(s) with one format **only**.

Tutors will need to allocate each candidate a working folder; this must not be a shared area.

Candidates will need the following files which are supplied by OCR on disk:

- a text file **bball** in .txt format
- a text file **rules** in .rtf format
- a datafile **camp**s in .csv and .doc format
- a datafile **training** in .csv format
- an image file **bblogo** in .gif format
- a spreadsheet file **mship** in .xls format containing the graph.

Tutors should ensure that their systems will allow any English (UK) date format as candidates will be penalised if dates are not in English format. Dates in automatic fields must be in any English format (day, followed by month, followed by year).

Tutors should ensure that their systems will allow English (UK) spelling as no allowance will be made if spelling is not English (UK).

In the assignment, data to be entered by candidates is presented in bold for clarification; tutors must inform candidates that data must not be entered in bold unless instructed.

Candidates are allowed a notional duration of three hours to complete the assessment. All assessment material must remain strictly confidential. During the assessment, candidates cannot ask for, or be given, help from others. Assignments must be photocopied for candidates; tutors must not retype assignments.

Tutors must refer to the "Assessment Procedures" section of the Tutor's Handbook before giving the candidate(s) a live assessment. After the assessment, tutors must refer to the Detailed Marking Criteria in the Tutor's Handbook in order to assess the candidate(s) work.

LEVEL 2 CERTIFICATE/DIPLOMA FOR IT USERS (CLAIT PLUS)

Unit 1: Integrated e-Document Production

1/SAMPLE/B

Important Notes for Tutors (Page 2 of 2)

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GRAPH (mship)

Note: If centres do not have access to .xls format tutors should prepare the graph in advance in the centre's normal file type.

The information required for the graph is:

YEAR	MEMBERS
2000	115
2001	180
2002	254
2003	303
2004	425
2005	520

Graph type: **Vertical Bar**
 Graph title: **ANNUAL MEMBERSHIP 2000 - 2005**
 Labels: **x-axis: YEAR**
y-axis: MEMBERS

MAIL MERGE DOCUMENT (camps)

Note: If centres do not have access to .csv or .doc format tutors should prepare the datafile to be used in the mail merge in advance, in the centre's normal file type.

The information required for the datafile is:

Age Group	Start Day	No Days	Time	Coach	Location
Under 12s	Monday	3	9.30 am – 12.30 pm	Matt Stevens	Moorvale Sports Centre
Under 10s	Thursday	2	10.00 am – 1.00 pm	Lloyd Johnson	St Mary's School
Under 16s	Monday	3	1.30 pm – 4.30 pm	Matt Stevens	Moorvale Sports Centre
Under 10s	Thursday	2	2.00 pm – 5.00 pm	Lloyd Johnson	St Mary's School
Under 12s	Wednesday	3	9.30 am – 12.30 pm	Rich Thomson	Riverside Leisure Centre
Under 14s	Wednesday	3	1.30 pm – 4.30 pm	Rich Thomson	Riverside Leisure Centre
Under 12s	Monday	4	9.30 am – 4.00 pm	Adam Murphy	Bradley Sports Complex
Under 16s	Monday	2	9.30 am – 4.00 pm	Rich Thomson	St Peter's School
Under 16s	Thursday	2	10.00 am – 4.00 pm	Matt Stevens	Moorvale Sports Centre
Under 14s	Monday	3	10.00 am – 4.00 pm	Lloyd Johnson	St Mary's School

LEVEL 2 CERTIFICATE/DIPLOMA FOR IT USERS (CLAIT PLUS)

Unit 1: Integrated e-Document Production

1/SAMPLE/B

Scenario

You are working as an Administrative Assistant for Steaton Storm Basketball Club. You are helping to organise advertising materials to promote the club and its activities.

You will be required to produce a mail merge notice, a newsletter and an information leaflet.

To produce the documentation you will need the following files:

FILENAME	FILE TYPE
bball	text file
camps	datafile
bblogo	image file
mship	spreadsheet file containing a graph
training	datafile
rules	rich text file

You will also need to refer to the Draft Document.

You will need to use system software and application software that will allow you to:

- create a range of business documents
- create mail merge documentation
- combine text, graphics and datafiles
- control page layout, columns and use of tables.

Assessment
Objectives

TASK 1

Before you begin this task ensure you have the file **camps**.

You have been asked to create a master mail merge document to display a notice. This will be used to advertise half-term training camps. The datafile **camps** has already been prepared for you.

1a
2a
2b
5a
6a
6c

- 1 a) Using suitable software, create a new mail merge master document.
- b) Use A4 paper in **landscape** orientation.
- c) Key in the following text, inserting merge fields from the **camps** datafile. Follow the line endings and ensure there is a clear line or paragraph space where shown.

Steaton Storm Basketball Club

Autumn Half Term
23 to 27 October 2006

[insert **No_Days** merge field] **day training camps for the**
[insert **Age_Group** merge field]
will be held at [insert **Location** merge field]

Leader: [insert **Coach** merge field]

Telephone our hotline for details
01202 177252

- d) Insert your **name and centre number** as a header or footer in the master document.

2c

- 2 Format the document as follows:

Alignment: **centre**
Emphasis: **bold**

You may use any legible font type, font sizes and margins to suit your document.

1b

- 3 Save the master document using the filename **advdoc**

TASK 1 CONTINUED ...

Assessment
Objectives

...TASK 1 CONTINUED

- | | | |
|----|---|--|
| 1d | 4 | Print a copy of the document advdoc on one page, showing the merge fields. |
| 1b | 5 | a) Using the password 06Camps1 protect the file advdoc from unauthorised modification. |
| 1c | | b) Save the file keeping the same filename. |
| | | c) Close the document. |

Assessment
Objectives

TASK 2

You have been asked to print the notices for the Under 12 age group training camps. To save disk space, normal company policy states that merged documents should not be saved. On this occasion you will be required to save the merged file.

You will need to produce a screen print to evidence file protection.

- 1a
1e
- 1 a) Prepare to open the document **advdoc** that you saved in Task 1.
- b) Take a screen print to show evidence that a password to modify has been set.
- c) Save this screen print for printing later.
- d) Open the document **advdoc**.

- 2d
- 2 Create a mail merge query to find the training camps where the **Age Group** is **Under 12s**.

- 1d
2e
- 3 a) Merge the query in a new document.
- b) Print the results.

More copies of the mail merge may need to be printed at a later date.

- 1b
- 4 As an exception to normal policy, save this document as **campu12**
- Close any open files.

TASK 3

Before you begin this task ensure you have the following files:

bball
bblogo
mship

You have been asked to prepare a publicity leaflet about the basketball club. The text and images have been prepared. You will need to combine the files into one document and format as specified in the instructions.

- 1a
1b
3a
- 1 Using suitable software open the text file **bball** and save this as **leaflet** in your software's normal file type.
- 6a
6b
6f
- 2 Format the entire document as follows:
- Paper size: **A4 portrait**
Top Margin: **2 cm** (other margins may be set to suit your document)
Alignment: **justified**
Font: **Times New Roman**
Emphasis: **none**
Font size: **12**
Linespacing: **single** (except where specified)
- 3c
3d
5b
6b
6e
- 3 Referring to the Draft Document on pages 14 and 15 make the following amendments:
- a) Import the image **bblogo**.
 - b) Centre this graphic between the margins of the page. The image may be resized, but the original proportions must be maintained.
 - c) Import the graph contained in the file **mship**. Ensure that all data in the graph is legible. The graph must fit on the first page of your document. You may resize the graph to achieve this.
 - d) Ensure there is at least one clear linespace above the graph.
 - e) Insert a page break as specified in the Draft Document.
 - f) Insert bullets and double line spacing where indicated in the draft document.
 - g) Ensure that the original alignment, font size and font style are retained.

TASK 3 CONTINUED ...

Assessment
Objectives

...TASK 3 CONTINUED

6c
6d

4 Create the following headers and footers:

Header: **your name and centre number**
Footer: **automatic filename**
automatic page number

1b

5 Save the file retaining the filename **leaflet**.

TASK 4

Before you begin this task ensure you have the following files:

training
leaflet (that you created in Task 3).

You have now been given a datafile with details of the season's training sessions that you should insert into the leaflet. You will then need to check the layout of the document before printing.

3b
4a

1 Using the file **leaflet** that you created in Task 3, refer to the Draft Document on pages 14 and 15 and import the datafile **training**. Ensure this is displayed as a table.

4c
6f

2 Format all the data in the table as follows:

Font: **Times New Roman**
Font size: **12**
Alignment: **left**

4b
4d

3 Some additional formatting of the table is required.

- a) Embolden the headings in the first row of the table.
- b) Apply dark shading to each of the three rows containing the sub-headings **Boys**, **Girls** and **Seniors**.
- c) Format the text in these three rows to be:

bold
italic
white
left-aligned
- d) Display an outside border and vertical inside borders only for the entire table.
- e) Adjust the column widths if necessary so that each entry is displayed on one line only.
- f) Ensure that the text of the table is entirely within the page margins.
- g) Ensure that there is at least one clear linespace above and below the table.

TASK 4 CONTINUED ...

Assessment
Objectives

...TASK 4 CONTINUED

- | | | |
|----|---|--|
| 6b | 4 | Check the layout of the document to ensure: <ul style="list-style-type: none">a) all instructions have been carried outb) all items are positioned within the margins of the pagec) the imported datafile is not split across pagesd) page breaks have been inserted where specifiede) there are no additional line spaces at the top of pagesf) there are no widows or orphansg) spacing between paragraphs is consistenth) text, images and lines are not superimposedi) there is at least one clear linespace above the graph and above and below the table containing the imported datafile. |
| 1b | 5 | Save the file retaining the filename leaflet . |
| 1d | 6 | Print one copy of the document leaflet .

Close any open files. |

Assessment
Objectives

TASK 5

Before you begin this task ensure you have the file **rules**.

An information sheet about the rules of basketball is to be attached to the leaflet. The text has already been prepared, but some amendments need to be made.

- 1a 1 Open the rich text file **rules**.
- 5b 2 In the second sentence of the first paragraph delete the words:
with a break at half time
- 5c 3 Replace all instances of the word **sport** with the word **game** wherever it occurs.

Ensure that you maintain case and that you replace whole words only.
- 5a 4 a) At the beginning of the line **Steaton Storm Basketball Club**,
5d insert the copyright symbol ©

b) Ensure that there is one space after the copyright symbol.
- 6f 5 Format the heading **BASKETBALL – THE GAME AND RULES** as follows:

Alignment: **centre**
Font: **Times New Roman**
Emphasis: **bold**
Font size: **18**
- 6f 6 Format the sub-headings as follows:

Alignment: **left**
Font: **Times New Roman**
Emphasis: **bold, italic**
Font size: **16**

TASK 5 CONTINUED ...

Assessment
Objectives

...TASK 5 CONTINUED

The four sub-headings are:

Method of Scoring
Fouls
Violations
Free Throws

- | | | |
|----------|---|---|
| 5e | 7 | Spell check the document and correct any errors. Delete any duplicate words, but do not change the grammar of the document.

Specialist words have already been checked and no changes should be made to them. Spellings must be in English (UK). |
| 6c | 8 | Insert your name and centre number as a header or footer in this document. |
| 1b
1d | 9 | a) Save your document with the filename gamerule

b) Print one copy of the document gamerule .

c) Close all open files. |

Assessment
Objectives

TASK 6

You have been asked to archive the source files used in the preparation of the publicity material for the basketball club. You may use any method of archiving.

- | | | |
|----|---|---|
| 1f | 1 | Archive the files bball , rules , training , camps , mship and bblogo . |
| 1e | 2 | <ul style="list-style-type: none">a) Take a screen print as evidence of the archiving.b) Print this screen print and the screen print saved at Task 2. Ensure that your name is displayed on the printout(s).c) Close any programs and exit the system. |

Draft Document

Insert the image file **bblogo**
centred between left and right margins

STEATON STORM BASKETBALL CLUB

Did you know that basketball is the world's fastest growing and largest participation sport and is played all over the world? It is also estimated that there are around a quarter of a million people in England who participate in basketball. It is becoming increasingly common to find basketball as part of the curriculum in both primary and secondary schools.

Our club has been established since 2000 when we successfully applied for the franchise to run a club in this area. Since then we have established links with local primary and secondary schools and now have junior squads for all age groups as well as a senior men's team, who we hope will be joining the National League next season. Making it to the senior team is the target for over 500 youngsters who are coached each week at our Basketball Academy sessions. We run sessions in local schools, leisure centres and youth and community centres. Currently the club employs four full-time qualified coaches and several of our senior players coach on a part-time basis.

The chart below shows how our membership has grown since we began in 2000:

Insert the graph **mship** here

Page break

We offer the opportunity to play basketball to boys and girls from the age of 6. Those who wish to pursue the game competitively and maximise their development are encouraged to attend the Junior Club coaching sessions for their specific age group. Depending on their age and abilities, boys and girls participate in local, regional and national competitions. The club has squads that play at Under 12, 14, 16 and 18 age levels and we have a development squad for Under 10s.

Our ladies team is now in its second season playing competitively in a regional ladies league and we have recently introduced a development programme for girls from 11-16 years of age.

For the more 'social' players, especially Mums and Dads who used to play or would like to learn the basics, we hold weekly sessions for both genders. The dates, times and locations of these sessions for the coming season will be available within the next two weeks.

For those boys and girls wishing to join us, we shall be holding trials for next season on the following dates:

Sunday 13 August
Sunday 20 August
Sunday 27 August

Apply bullets and double line spacing
to these 3 lines of text

All trials will be held at Hill Green Leisure Centre starting at 11.00 am for Under 10s, 12s and 14s and at 1.30 pm for Under 16s and 18s. If you wish to join us but are unable to attend any of these trials please call our hotline number.

Below is our training programme for the 2006 - 2007 season. All squads will start training during the week beginning 4 September.

Insert the datafile **training** and format as specified in Task 4

For more information and details of membership and training fees, contact Helen Jones on the basketball hotline 01202 177252.

LEVEL 2 CERTIFICATE/DIPLOMA FOR IT USERS (CLAiT PLUS)

Unit 2: Manipulating Spreadsheets and Graphs

2/SAMPLE/B

Important Notes for Tutors

Confidential. Not for viewing by Candidates

Candidates will need the following files:

- the datafiles **oct**, **nwest**, **staff**, and **stafnos** supplied by OCR on disk in .csv format

The files should be placed in a secure area of the file system (eg network, local or floppy).

Tutors must **not** change the file type.

Tutors should ensure that their systems will allow any English (UK) date and any currency format as candidates will be penalised if dates are not in English format. Dates in automatic fields must be in any English format (day, followed by month, followed by year). Currency must be in the format appropriate to the country in which the candidates are taking the assessment.

Tutors should ensure that their systems will allow English (UK) spelling as no allowance will be made if spelling is not English (UK).

In the assignment, data to be entered by candidates is presented in bold for clarification; tutors must inform candidates that data must not be entered in bold unless instructed.

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LEVEL 2 CERTIFICATE/DIPLOMA FOR IT USERS (CLAIT PLUS)

Unit 2: Manipulating Spreadsheets and Graphs

2/SAMPLE/B

Scenario

You are working for a music chain store called CDsRUs. You have been provided with datafiles and have been asked to complete these and produce reports and graphs for your Manager.

You will need the following files which have been provided by OCR in .csv format:

TASK	FILENAME	DATAFILE INFORMATION
Task 1	oct	store performance in October
Task 2	nwest	stores in the north west
Task 3	staff	staff in all stores
Task 5	stafnos	the number of staff employed in each region

To perform the tasks, you will need to use application software that will allow you to:

- manipulate and format numeric data
- use live data from one spreadsheet in another
- produce graphs and charts.

Assessment Objectives

TASK 1

Before you begin this task ensure you have the file **oct**.

You have been asked to produce a report for the month of October, showing the running costs and performance status of several stores that belong to CDsRUs.

Unless otherwise instructed you may use any readable font and size to suit the data.

5a 1 Open the datafile **oct** and save it in your software's normal file type using the filename **october**

4a 2 a) Format the data items listed as follows:

LABEL TYPE	LABEL	SIZE	MERGED ACROSS COLUMNS
TITLE	CDsRUs	Large	Centred across columns A – H Framed by a border
SECTION	Fixed Costs Data	Medium	A – B (any alignment)
SECTION	Region Data	Medium	A – H (any alignment)
SECTION	Staff Data	Medium	A – C (any alignment)

b) Set all column labels to:

vertical alignment - centre
horizontal alignment - left

c) In the **Staff Data** section use text wrap to display the following column label on two lines. Do not split words:

Number of staff

d) Ensure that all data is displayed in full.

4a 3 a) In the **Fixed Costs Data** section format the numeric data to display as percentages (%) set to zero (0) decimal places.

b) In the **Region Data** section format the numeric data below the column label **Bonus** to display as percentages (%) set to one decimal place.

1d 4 You have been asked to make some amendments to the spreadsheet:

Copy the number of staff for the **NWest** stores from the **Staff** column (in the **Region Data** section) to below the column label **Number of staff** (in the **Staff Data** section).

TASK 1 CONTINUED ...

Assessment
Objectives

...TASK 1 CONTINUED

- | | | |
|--|---|---|
| 1c | 5 | One store has now closed. In the Region Data section delete the row containing the data for Wales . |
| 1a
1b
2a
2b
2c
4a | 6 | <p>Your Manager wants to see the predicted bonuses for each region.</p> <p>a) In the Region Data section, insert a column between the columns Bonus and Assets.</p> <p>b) Enter the column label Predicted bonus for this new column. Text wrap this label. Do not split words.</p> <p>c) In the Region Data section enter a formula below the Predicted bonus label to:
Multiply Sales by Bonus, then divide by Staff.</p> <p>d) Replicate this formula for the other regions.</p> <p>e) Format these figures to zero (0) decimal places with a currency symbol.</p> |
| 2a
2b
2c
2d
2e
2h
4a | 7 | <p>The overheads need to be calculated for each region.</p> <p>a) In the Fixed Costs Data section use a function to total the fixed costs. Place the total to the right of the label % of Total Costs in a % format.</p> <p>b) In the Region Data section in the Overheads column use a formula to calculate the value for the first Region (Midlands).

Multiply Assets by % of Total Costs.

You must use an absolute cell reference in this formula.</p> <p>c) Replicate this formula for the other regions.</p> <p>d) Format this data to two decimal places with no currency symbol.</p> |

TASK 1 CONTINUED ...

Assessment
Objectives

...TASK 1 CONTINUED

2a
2b
2c
2h
4a

- 8 You have been asked to produce a report on how the regions have performed.
- a) In the **Region Data** section in the **Performance** column, use a function to display whether the Midlands region needs a review or is performing as expected.
- If the figure for (**Overheads** subtracted from **Sales**) divided by the number of **Stores** is less than **100000** then display **Needs review** otherwise display **OK**
- b) Replicate this formula for the other regions.

5a

- 9 Save the file keeping the filename **october**. Close the file.

Assessment Objectives

TASK 2

Before you begin this task ensure you have the file **nwest**.

You have been asked to produce a graph to show the sales performance for a store in the North West region against the average sales performance for October for all stores.

- 5a 1 a) Open the datafile **nwest** and save it in your software's normal file format using the filename **nwestore1**
- b) Ensure that all data is fully displayed.
- 3a 2 Create a **Line-Column graph** to plot the **Average per store** as a line,
3b against the **Store1** figures for each item as columns. Ensure data labels are
4b displayed (ie CDs DVDs etc)
4c
4d a) Title the graph:
4e **STORE 1 SALES PERFORMANCE AGAINST AVERAGE FOR NORTH WEST STORES**
- b) Label the x-axis: **MEDIA**
- c) Label the y-axis: **VALUE**
- d) Ensure the data is displayed against the appropriate axis.
- e) Ensure a legend is displayed.
- f) Create the graph on a sheet that is separate from the data source.
- g) Format the y-axis as follows:
minimum value: **1000**
maximum value: **11000**
interval: **1000**
- 5b 3 Insert your name and centre number and an automatic filename as a header or footer.
- 5a 4 Save the file keeping the filename **nwestore1**.
- 5g 5 a) Print one copy of the graph.
b) Ensure that all data is distinctive and can be clearly identified when printed.
- 5a 6 Close the file **nwestore1**.

Assessment Objectives

TASK 3

Before you begin this task ensure you have the file **staff**.

You have been asked to update the staff records for payroll and print a report.

- 5a 1 Open the datafile **staff** and save it in your software's normal file type using the filename **staffrec**
- 2i 2 Sort the data in ascending order of **CODE** ensuring that the corresponding data is sorted correctly.
- 1d 3 You have been asked to amend the staff data records. Make the following amendments:
- a) Employee **NW12** Bowes has changed hours. Amend the data as follows:
- | | |
|---------|------|
| F/T P/T | PART |
| HOURS | 15 |
| PAY | 300 |
- b) Ensure that all data is fully displayed.
- 5a 4 Save your spreadsheet keeping the filename **staffrec**.
- 2i 5 Filter the data to find all staff where **REGION** is **Nwest**.
- 2f 6 You need to count the number of part-time staff working in the North West stores.
- 2h
- a) Below the last entry in the column labelled **F/T P/T** use a function to count the number of **PART** staff in the **Nwest**.
- b) Name the cell containing the result of the count as **PTIME**
- 5b 7 a) Insert your name, centre number and an automatic filename as a header or footer.
- 5e
- 5f b) Ensure that gridlines and row and column headings will be displayed when printed.
- 5a 8 Save your file keeping the filename **staffrec**.
- 5b 9 a) Maintaining the filter and ensuring that all data is fully displayed on one page and clearly legible:
- 5e
- Print the **staffrec** spreadsheet, showing the formulae and filtered data, on one page.

Assessment Objectives

TASK 4

Before you begin this task ensure you have the files:

october (saved in Task 1)

staffrec (saved in Task 3)

Your Manager wants to know how many part-time staff work in the North West. You will need to link the two spreadsheets to make some of the calculations.

2f
2g
5a

- 1
- a) Open the file **staffrec**
 - b) Open the file **october**
 - c) Ensure that all data is fully displayed.
 - d) In the **october** spreadsheet in the **Staff Data** section, below the label **Part-time**, display the contents of the named cell **PTIME** from the **staffrec** spreadsheet.

5b

- 2
- Insert your name, centre number and an automatic filename as a header or footer on the **october** spreadsheet.

5c

- 3
- a) Ensure that all data is fully displayed on one page and clearly legible.
 - b) Save the **october** spreadsheet.
 - c) Print the **october** spreadsheet, showing the figures, on one page in landscape orientation.

5d
5e
5f

- 4
- a) Display the formulae.
 - b) Hide columns D and F containing the **Bonus** and **Assets** data.
 - c) Ensure that gridlines and row and column headings will be displayed when printed.
 - d) Ensure that all formulae are fully displayed on one page and clearly legible.
 - e) Save the **october** spreadsheet using the filename **octform**
 - f) Print the formulae on one page, ensuring your name and centre number are displayed in either the header or footer.

5a

- 5
- Close any open files.

Assessment
Objectives

TASK 5

Before you begin this task ensure you have the file **stafnos**.

You have been asked by the Manager to produce an exploded pie chart showing the number of staff employed by each region.

- | | | |
|--|---|--|
| 5a | 1 | a) Open the datafile stafnos and save it in your software's normal file type using the filename stafnos1 |
| | | b) Ensure that all data is fully displayed. |
| 3a
3b
4a
4b
4d
4e
4f | 2 | Create an exploded pie chart to display the staff numbers for all regions excluding Wales. |
| | | a) Title the chart STAFF NUMBERS PER REGION |
| | | b) Each sector must be clearly labelled with the number of staff. |
| | | c) Display a legend to identify each of the regions. |
| | | d) Create the chart on a sheet that is separate from the data source. |
| | | e) Ensure that all data is distinctive and will be clearly identified when printed. |
| | | f) Pull out the NWest sector of the pie chart so that it is further away from the rest of the chart. |
| | | g) Alongside the NWest sector, insert a text box with the words:

BEST PERFORMANCE

Ensure the text box does not overlap or touch the pie sectors or the legend. |
| 5b | 3 | Insert your name and centre number as a header or footer. |
| 5a | 4 | Save the file keeping the filename stafnos1 . |
| 5g | 5 | Print one copy of the graph. |
| 5a | 6 | Close the file and exit the software. |
| | 7 | Check all your printouts for accuracy. |

LEVEL 2 CERTIFICATE/DIPLOMA FOR IT USERS (CLAiT PLUS)

Unit 3: Creating and Using a Database

3/SAMPLE/B

Important Notes for Tutors

Confidential. Not for viewing by candidates

Candidates will need the following file:

The datafile **walks** supplied by OCR on disk in .csv format.

The file should be placed on an area of the file system (eg network, local or floppy).

Tutors must **not** change the file type.

For Task 5 candidates are required to produce labels. Please note that this is acceptable on normal A4 paper, candidates are not required to use label sheets.

Tutors should ensure that their systems will allow any English (UK) date format as candidates will be penalised if dates are not in English format. Dates in automatic fields must be in any English format (day, followed by month, followed by year). Currency must be in the format appropriate to the country in which the candidates are taking the assessment.

Tutors must ensure that their systems will allow English (UK) spelling as no allowance will be made if spelling is not English (UK).

In the assignment, data to be entered by candidates is presented in bold for clarification; tutors must inform candidates that data must not be entered in bold unless instructed.

Candidates are allowed a notional duration of three hours to complete the assessment. All assessment material must remain strictly confidential. During the assessment, candidates cannot ask for, or be given, help from others. Assignments must be photocopied for candidates; tutors must not retype assignments.

Tutors must refer to the "Assessment Procedures" section of the Tutor's Handbook before giving the candidate(s) a live assessment. After the assessment, tutors must refer to the Detailed Marking Criteria in the Tutor's Handbook in order to assess the candidate(s) work.

LEVEL 2 CERTIFICATE/DIPLOMA FOR IT USERS (CLAIT PLUS)

Unit 3: Creating and Using a Database

3/SAMPLE/B

Assessment Objectives

TASK 1

You are working in a hostel in the Lake District. A database of walks in the local area has been created. You have been asked to interrogate this database and to provide some specific queries and reports for visitors to the hostel.

You will need the following file: **walks**

1f
2a

1 Create a new database using the name **local**

2 Import the datafile **walks** and save it as a new table in your database software's file format.

2b

3 Modify the field characteristics to be as shown in the following table:

FIELD HEADING	DATA TYPE
NO	Text
GRID	Number, 0 decimal places
START	Text
WALK	Text
DESCRIPTION	Text
LENGTH (KM)	Number, 1 decimal place
ASCENT (M)	Number, 0 decimal places
HIGH POINT (M)	Number, 0 decimal places
DIFFICULTY	Number, 0 decimal places
TRANSPORT	Text

1f
2d

4 A visiting group of experienced climbers has asked for details of some long, high walks.

a) In a query, find all the walks where the LENGTH (KM) is greater than **15** or where HIGH POINT (M) is greater than **900**

b) Save the query using the name **serious**

Assessment
Objectives

TASK 2

1e
1g
3a
3b
3c
3e
4a
4b

- 1 Use your saved query called **serious** to produce a report in **columnar** format and **portrait** orientation titled:
- SERIOUS WALKS FOR THE MOST EXPERIENCED**
- a) Display the following fields in the following order:
- START
WALK
LENGTH (KM)
DIFFICULTY**
- b) Sort the data in descending order of **DIFFICULTY** and then sort in descending order of **LENGTH (KM)**.
- c) Format the data in all the fields to be left-aligned.
- d) Ensure the figures in the **LENGTH (KM)** field are displayed to one decimal place.
- e) In the footer display:
- an automatic date field
your name
your centre number
do not display a page number**
- f) Ensure all data will be fully displayed on the printout.
- g) Save and print the report in portrait orientation to fit on **one** page. You may alter the margins and the format of the report to achieve this.

Assessment
Objectives

TASK 3

- 2c 1 You need to make some amendments to the database table:
- a) One route in Eskdale has become too dangerous.
- Delete the record where the **WALK** is **Stanley Gill** and **DESCRIPTION** is **scramble**.
- b) In the **TRANSPORT** field, replace all instances of:
- Postbus with **P**
 Train with **T**
 Bus with **B**
- 1f 2 An elderly walker has asked for information about shorter walks in the
2d local area. She has asked for the distances to be given in miles. She
2e wants to walk no more than four miles.
- a) In a query, create a new field called **MILES** and calculate the
 distance in miles by multiplying **LENGTH (KM)** by **0.62**
- b) In the same query, find all the walks where **MILES** is **4 or less**,
 where the **START** does not contain the word **Langdale** and the
 DESCRIPTION is not **high**.
- c) Save the query as **shorter**
- 1e 3 Use the query **shorter** to produce a **tabular** report in **landscape**
1f orientation titled:
1g **SHORTER WALKS IN THE LOCAL AREA**
2b a) Display the following fields in the following order:
3a **DIFFICULTY**
3b **START**
3c **WALK**
3d **DESCRIPTION**
3e **MILES**
3f **ASCENT (M)**
 TRANSPORT
- b) Group the report by **DIFFICULTY**.

TASK 3 CONTINUED...

Assessment
Objectives

...TASK 3 CONTINUED

- | | | | |
|----|---|----|--|
| | 3 | c) | For each group, display the minimum figure for MILES , under the data in the column for MILES . |
| | | d) | Enter the label Shortest walk for the minimum figure in each group. |
| | | e) | Format the minimum figures and all data in the MILES field to one decimal place. |
| | | f) | Sort the data within each group in descending order of ASCENT (M) . |
| 3b | 4 | a) | Embolden the data showing the shortest walk in each group. |
| 3c | | b) | In the footer display: |
| 4a | | | an automatic date field |
| 4b | | | your name |
| | | | your centre number |
| | | | an automatic page number |
| | | c) | Ensure all data will be fully displayed on the printout. |
| | | d) | Save and print the report in landscape orientation to fit on to no more than two pages. |
| 1f | 5 | | Close the database. |

Assessment Objectives

TASK 4

You are going to produce a database to keep track of bookings for events during a special wildlife weekend.

1a
1b
1c

- 1
- a) Open a database software application.
 - b) Create a new database called **wildlife** using the field headings and data types below.
 - c) Ensure that field lengths are long enough to display all information in full.

FIELD HEADING	DATA TYPE
DAY	Text
VISIT	Text
FOCUS	Text
LEADER	Text
START	Time showing hours and minutes (24 hr clock)
BUS	Logic field
COST	Currency, 2 decimal places with currency symbol
BOOKED	Number, 0 decimal places

1d

- 2
- Enter the records below into your database.
You may use a data entry form to enter data.

DAY	VISIT	FOCUS	LEADER	START	BUS	COST	BOOKED
SAT	OLDBOROUGH	BIRDS	NASIM ASLAM	13:00		0.00	24
SUN	NEWBIGGIN	SAND DUNES	LESLEY TILLER	10:00		2.00	12
SAT	DUDDON AQUARIUM	FRESHWATER	JIM TURNER	09:30	Y	7.50	36
SAT	FURNESS ZOO	ANIMALS	CARL BOLDRA	10:00	Y	7.50	26
SUN	WHICHAM TARN	PONDLIFE	HELEN NIVEN	10:00		2.00	14
SUN	DEER RESERVE	ANIMALS	JON HUGHES	18:00	Y	4.50	16
FRI	MARTON GARDENS	FLOWERS	JIM HOOLEY	19:00		0.00	11
SUN	GAWTHWAITE MOOR	MOORLAND	RON JONES	13:00	Y	5.00	6
SAT	BRIGHOUSE WOODS	WOODLAND	RON JONES	10:00	Y	5.00	10
SAT	LOWSIDE MOSS	INSECTS	NADEGE AGOU	18:30		0.00	21
SUN	SANDSIDE DUNES	BIRDS	NASIM ASLAM	13:00		3.50	31

1f

- 3
- Check your data for accuracy and save the database.

TASK 5

1e
1f
1g
3a
3b
3c
4a
4b

1 Using the database **wildlife** created in Task 4 produce a **tabular** report, in **portrait** orientation, displaying all records, presented as follows:

a) Display all fields in the following order:

DAY
VISIT
FOCUS
LEADER
START
BUS
COST
BOOKED

b) Title the report: **WEEKEND VISITS**

c) Sort the data in ascending order of **DAY** and then in ascending order of **START**

d) In the footer display:

an automatic date field
your name
your centre number
do **not** display the page number.

e) Ensure all data will be fully displayed on the printout.

f) Save and print the report on **one** page in portrait orientation.

1e
1g
3a
3b
3c
4a
4b

2 Each leader will have a folder containing details of the visit. Create labels for the folders.

Display the following fields on the labels:

LEADER
VISIT
DAY FOCUS (separated by at least one space, on one line)

a) Sort the data in ascending order of **LEADER**

b) Do not display field headings on the labels.

c) In the footer display:

your name and centre number

d) Ensure all data will be fully displayed on the printout.

e) Save and print the labels on one page.

1f

3 Close the database and exit the software.

LEVEL 2 CERTIFICATE/DIPLOMA FOR IT USERS (CLAIT PLUS)

Unit 4: e-Publication Design

4/SAMPLE/B

Important Notes for Tutors

Confidential. Not for viewing by candidates

The supplied files should be placed on a secure area of the file system (eg network, local or floppy).

Tutors must **not** change the file types.

Candidates will need the following files which are supplied by OCR on disk:

- 3 text files **safeinfo**, **talks** and **demoss** in .txt format
- 4 image files **seaside**, **beach**, **chair** and **glasses** in .gif format

In the assignment, data to be entered by candidates is presented in bold for clarification; tutors must inform candidates that data must not be entered in bold unless instructed.

Candidates are allowed a notional duration of three hours to complete the assessment. All assessment material must remain strictly confidential. During the assessment, candidates cannot ask for, or be given, help from others. Assignments must be photocopied for candidates; tutors must not retype assignments.

Tutors must refer to the "Assessment Procedures" section of the Tutor's Handbook before giving the candidate(s) a live assessment. After the assessment, tutors must refer to the Detailed Marking Criteria in the Tutor's Handbook in order to assess the candidate(s) work.

LEVEL 2 CERTIFICATE/DIPLOMA FOR IT USERS (CLAIT PLUS)

Unit 4: e-Publication Design

4/SAMPLE/B

Scenario

You are working as an Administrative Assistant in the Leisure Services Department of a south coast seaside resort. One of your jobs is to produce information for holidaymakers.

You will be required to produce a template and then use this to produce two notices. You will also be required to produce an information leaflet that will be given to visitors to the resort's beaches.

To produce the publications you will need the following files:

FILENAME	FILE TYPE
safeinfo	text file
talks	text file
demos	text file
seaside	image file
beach	image file
chair	image file
glasses	image file

You will also need to refer to the Draft Document on pages 13 and 14.

You will need to use system software and application software that will allow you to:

- manipulate images
- combine text and graphics
- control page layout, columns and text flow
- print colour separated printouts.

TASK 1

Before you begin this task ensure you have the files **beach** and **chair**.

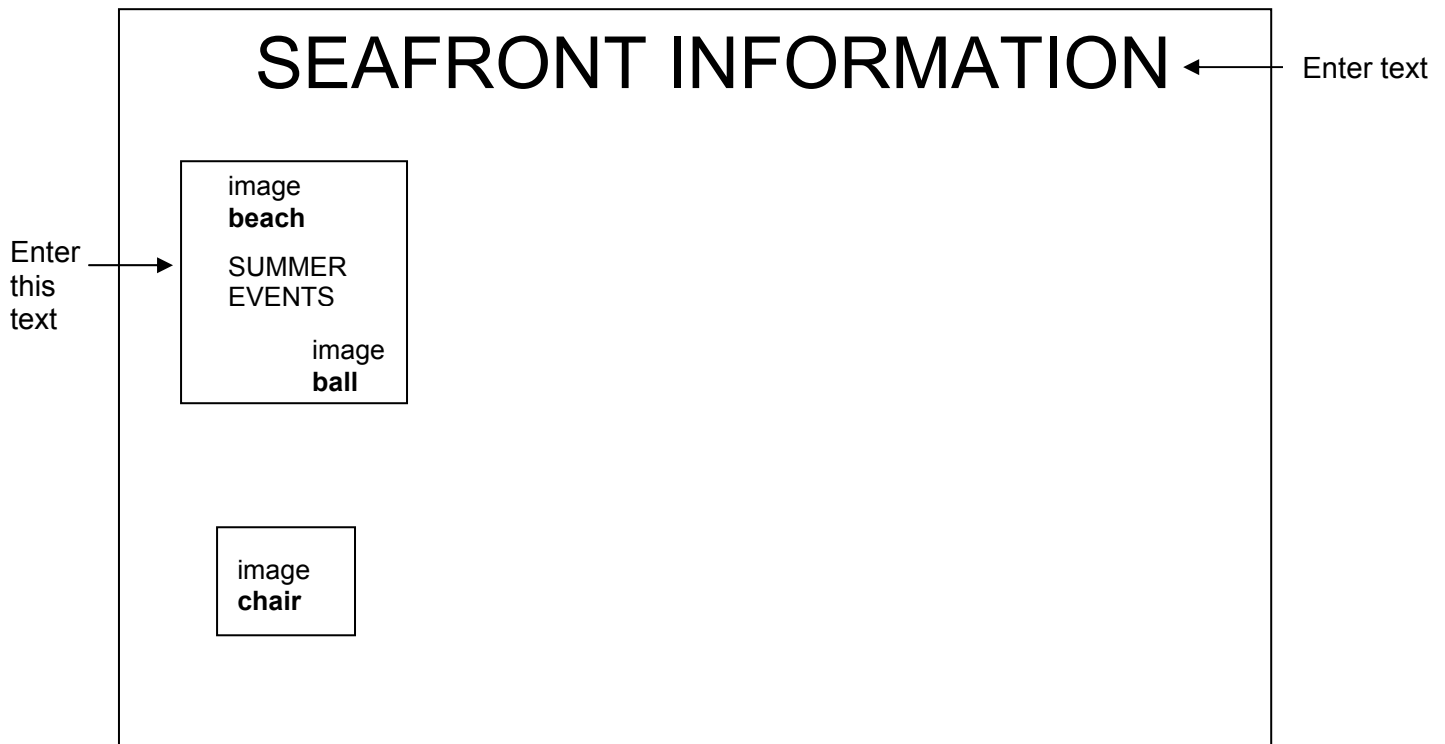
You have been asked to create a template that can be used to produce notices.

The template will be used to produce two publications.

Unless specified you may use any fonts, sizes and styles for the text in this template.

A Page Layout Sketch is given below to show the approximate positioning of the text and images.

Page Layout Sketch for Task 1



- All text must be clearly visible and must not touch or overlap other page items (unless specified).
- All page items must be placed in the approximate position shown.

TASK 1 CONTINUED...

Assessment Objectives

...TASK 1 CONTINUED

- | | | |
|----------------------|---|--|
| 1a
1b
1d
1j | 1 | a) Using suitable software, create a document template.

Format the document as follows:

Paper size: A4

Orientation: Landscape

b) Use any margins and layout guides to suit your publication.

c) Refer to the Page Layout Sketch when completing all instructions.

d) Position all items in the approximate position shown in the Page Layout Sketch. |
| 1g
3b | 2 | Insert the text SEAFRONT INFORMATION across the top of the publication, using a large font. |
| 2b
2c | 3 | a) Import the image beach .

b) The image may be resized, but must be kept in proportion. |
| 1g
2c
2f
3b | 4 | a) Create a text area/frame on top of the white signpost within the image beach . Ensure the background of the text frame is transparent.

b) Enter the text SUMMER EVENTS

c) Ensure that the text is clearly visible and does not touch or overlap any items of the beach image other than the white signpost. |
| 2b
2c | 5 | a) Import the image ball .

b) Position this image within the sand area of the image beach . |
| 2b
2c | 6 | a) Import the image chair .

b) Position this image at the bottom left of the document, as shown in the Page Layout Sketch.

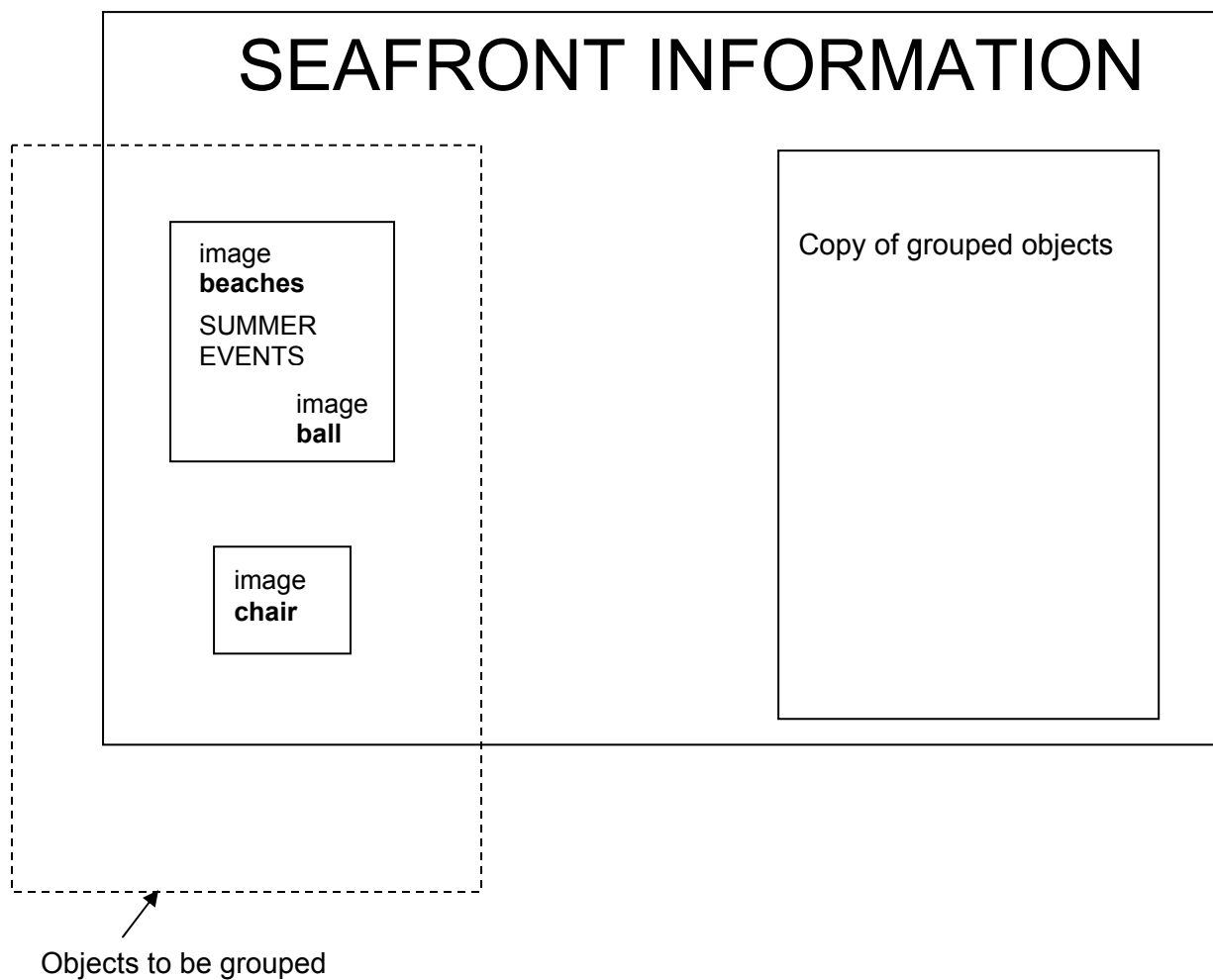
c) The image may be resized, but must be kept in proportion. |
| 1h | 7 | Save the template using the filename lifetemp |

TASK 2

Before you begin this task ensure you have the template **lifetemp** (that you created in Task 1).

Your Manager has requested some additions to the template and has provided the following Page Layout Sketch to help you.

Page Layout Sketch for Task 2



TASK 2 CONTINUED...

Assessment
Objectives

...TASK 2 CONTINUED

Continue working in the template **lifetemp** that you created in Task 1.

- | | | |
|----------------|---|---|
| 2h | 1 | Group the items in the publication as shown in the Page Layout Sketch on page 5. |
| 2c
2h | 2 | Copy the grouped items and paste the copy at the right of the template as shown in the Page Layout Sketch. |
| 2i | 3 | Ungroup the copy of the grouped items. |
| 2c
2f
3b | 4 | a) Replace the text SUMMER EVENTS within the ungrouped items, with the text JUNE AND JULY

b) Make sure this text is not touching or overlapping any items on the image beach other than the white signpost.

c) Within the ungrouped items delete the image ball . |
| 1e | 5 | Insert your name and centre number as a header or footer. |
| 1h
3c | 6 | a) Check your document to ensure you have followed all instructions.

b) Save this template retaining the filename lifetemp . |
| 1h
1k
4d | 7 | a) Print a composite copy of the template.

b) Close any open files. |

Assessment
Objectives

TASK 3

Before you begin this task ensure you have the files **talks** and **lifetemp** (that you saved in Task 2).

You have been asked to prepare a notice to advertise seafront events.

1a
1i

1 Open a **copy** of the template **lifetemp**.

2a
2c
3c

- 2
- a) Import the text file **talks**.
 - b) Position this text in the white space in the centre of the publication.
 - c) Display the text using fonts, styles and sizes to suit your publication.
 - d) Make sure that **all** the text is fully displayed and does not touch or overlap any page items.

4a

3 Save your publication using the filename **lifetalk**

4d

4 Print a composite copy of your publication.

Close the file.

Assessment
Objectives

TASK 4

Before you begin this task ensure you have the files **demoss** and **lifetemp** (that you saved in Task 2).

You have been asked to prepare an additional notice of forthcoming events.

1a
1i

1 Open a **copy** of the template **lifetemp**.

2a
2c
2e
3c

- 2
- a) Import the text file **demoss**.
 - b) Position this text in the white space in the centre of the publication.
 - c) Draw a border around this text frame.
 - d) Make sure the border does not overlap any page items.
 - e) Format the text using fonts, styles, sizes and alignment to suit your publication.
 - f) Make sure that **all** the text is fully displayed and does not touch or overlap any page items.

4a

3 Save your publication using the filename **lifedemo**

4d

4 Print a composite copy of your publication.

Close the file.

Assessment Objectives

TASK 5

Before you begin this task ensure you have the files **safeinfo**, **seaside** and **glasses**.

You have been asked to prepare a two-page information leaflet in two colours, **black** and **red**:

- the text has been prepared for you
- you will be asked to make some amendments to this text
- the approximate positioning of the page items and text is shown on the Page Layout Sketch and text flow diagrams on page 12.

1a
1b
1c
1f
1j

- 1 Create a new publication.
Format the document as follows:

Publication size: **255 mm (25.5 cm) x 180 mm (18 cm)**
Orientation: **Landscape**
Top Margin: **20 mm (2 cm)**
Bottom Margin: **20 mm (2 cm)**
Left Margin: **20 mm (2 cm)**
Right Margin: **20 mm (2 cm)**
Columns: **3**
Space between columns: **10 mm (1 cm)**

1e
1g
3b

- 2 Insert the following headers and footers:

	TEXT	ALIGNMENT
Header	the date	flush to left margin
	your name and centre number	flush to right margin
Footer	automatic page number (starting at page 1)	centre

1d
1g

- 3 Set up the page layout as shown in the Page Layout Sketch on Page 12.

1g
3b

- 4 Create a text frame at the top of Page 1 as shown in the Page Layout Sketch. Enter the following text:

BEACH SAFETY INFORMATION

TASK 5 CONTINUED...

Assessment Objectives

...TASK 5 CONTINUED

- 2a
2c
- 5 Import the text file **safeinfo** and position this text as shown in the Page Layout Sketch on Page 12.
- 2b
- 6 Import the image **seaside** and position it as shown in the Page Layout Sketch.
- 3a
- 7 Make the corrections to the text shown on pages 13 and 14.
- 2d
- 8 a) Format the **body text** to be:
- style: **sans serif**
size: **11**
colour: **black**
emphasis: **regular/normal**
alignment: **justified**
- b) Format the heading
- BEACH SAFETY INFORMATION** to be:
- style: **serif**
size: **20**
colour: **red**
emphasis: **bold**
alignment: **centre**
- c) Format the 5 subheadings **Tides and Waves, Using Inflatables, Dangerous Creatures!, Safe in the Sun** and **Know the Flags** to be:
- style: **serif**
size: **16**
colour: **red**
emphasis: **bold, italic**
alignment: **left**
- 2b
2f
- 9 Import the image **glasses** and position as shown in the Page Layout Sketch behind the text.
- 2g
- 10 a) Apply dropped capitals to the first letter of each paragraph.
- b) Format the dropped capitals to be:
- style: **sans serif**
colour: **red**
size: **dropped by at least one line**
- Do not apply dropped capitals to the bulleted list.

TASK 5 CONTINUED...

Assessment
Objectives

...TASK 5 CONTINUED

3c

- 11 Copyfit the publication ensuring that:
- a) the leading is adjusted so that there is no more than 10 mm of vertical space anywhere in the document, except where indicated in the Page Layout Sketch (the bottom of column 2 on Page 1)
 - b) columns are balanced to within 10 mm
 - c) leading is consistent
 - d) paragraph spacing is consistent
 - e) there are no hyphenated line endings
 - f) subheadings are kept with at least two lines of related text
 - g) there are no widows or orphans
 - h) all material is displayed as specified
 - i) the text file is displayed in full.

4a

- 12 Save your publication using the filename **beachinf**

4b

- 13 Prepare colour-separated printouts.

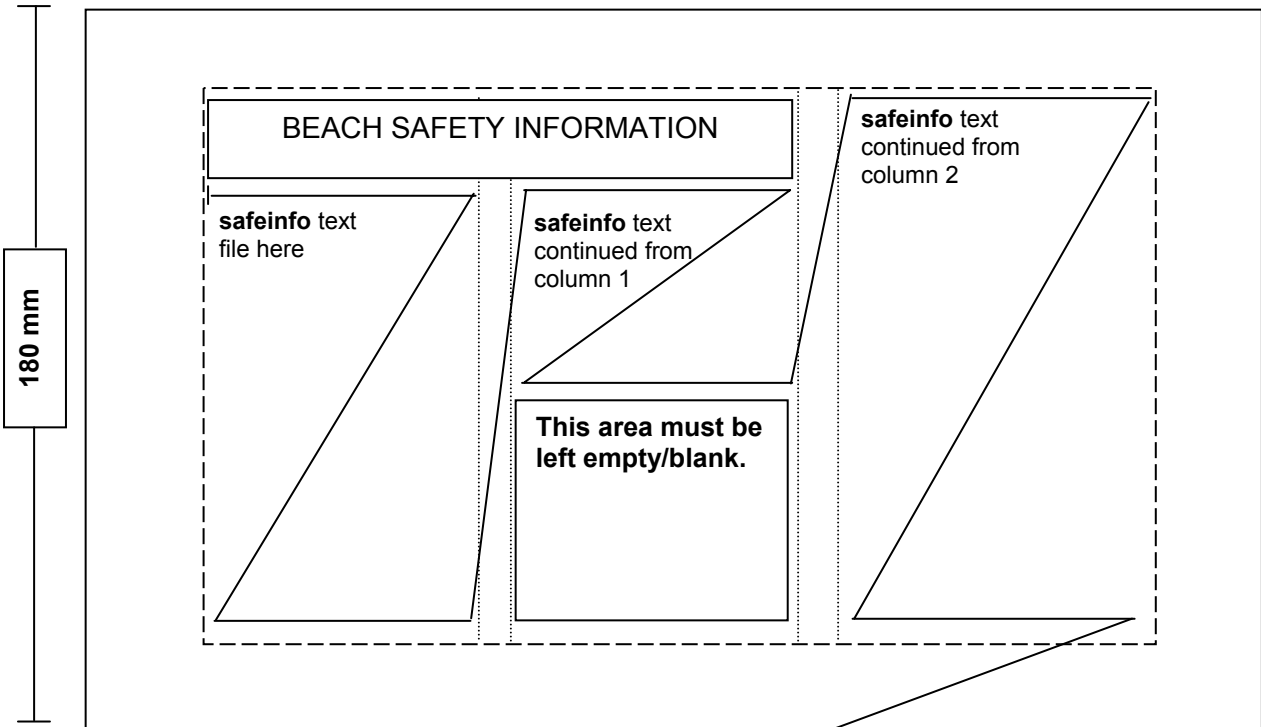
4c

- a) Set crop marks to print.
 - b) Print a colour-separated copy of the publication.
 - c) Check that one printout shows **only** the red items.
 - d) The colour of this must be shown on the printout. You may need to handwrite the word “**red**” on this printout.
 - e) Check that one printout shows **only** the black items.
 - f) The colour of this must be shown on the printout. You may need to handwrite the word “**black**” on this printout.
- 14 Close any open files and exit the application.

Page Layout Sketch for Task 5

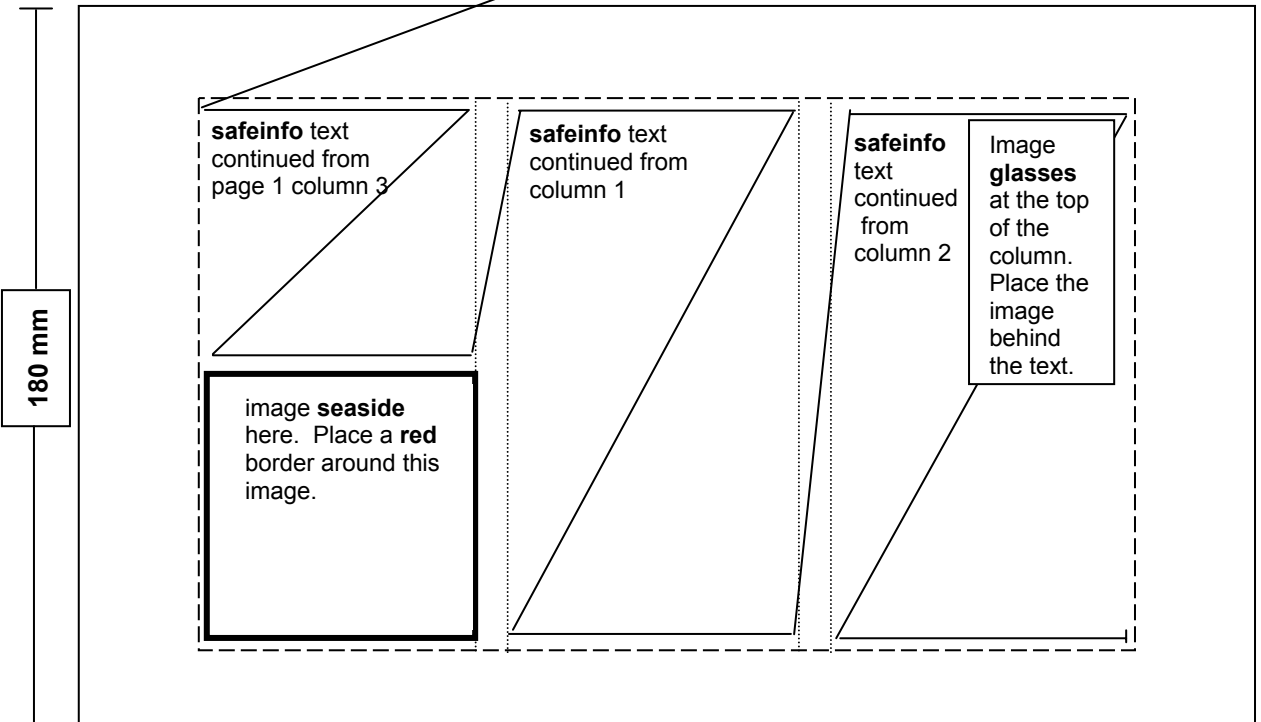
Page 1

255 mm



Page 2

255 mm



TEXT TO BE CORRECTED IN TASK 5

Every year thousands of people visit seaside resorts in the UK. A visit to the seaside should be a very enjoyable experience but there are hazards and dangers to be avoided. Visitors should always follow the 4-point water safety code:

- Spot the dangers
- Don't go into the water alone
- Take safety advice - look for the flags
- Learn how to help

Apply bullets (any style) to this list (4 items)

Tides and Waves

You should always check on the tide before venturing into the sea to avoid getting into difficulties. Be careful not to get cut off by the incoming tide when walking along the seashore. Waves can also be dangerous. Waves are formed by the wind blowing across the surface of the sea. The longer the wind blows, the bigger the waves will be. The size and type of wave is also affected by how steeply a beach shelves.

There are three types of waves. Surging waves never actually break on the shore. They can easily knock people off their feet and drag them out to sea. Spilling waves appear when the top of the wave tumbles down the front of the wave. These waves are generally the safest for swimming in. Dumping waves break with great force and in shallow water. These ~~dangerous~~ waves usually occur at low tide, when the sand banks are shallow and there is less water for the wave to break into. Avoid the sea when you see dumping waves.

stet

Using Inflatables

Inflatable toys such as airbeds and small dinghies are fun in a swimming pool but you are strongly advised not to use them in the sea. If you do bring inflatable toys along to the beach with you, there are a number of precautions you can take to minimise the risk of an incident. Children's inflatable toys should always have a line connected which is held securely by an adult on the shore. Children should always be within easy reach at all times. Never take an inflatable out in strong winds or when you can see large waves.

Dangerous creatures!

Apart from the occasional and very rare sighting of a shark, English beaches are generally not visited by 'dangerous' sea creatures. However, in recent years jellyfish species have been found in our seas. The effect of a jellyfish sting can vary from a minor rash to extreme swelling so it's important to know what to do if it happens. Do not rub a jellyfish sting as this will make the pain worse. Spray the wound with sea water and apply a cold compress or ice pack if available. Weeverfish have also appeared on our beaches. Weeverfish bury themselves in the sand and are difficult to see. They produce a puncture wound when trodden on which can cause considerable pain and swelling. This should be treated by placing the affected area in hot water (not so hot to scald though). All lifeguards are trained in first aid and will be able to help out.

Safe in the Sun

Spending just a short time in the sun can result in sunburn, heat exhaustion or heat stroke. You should protect yourself by avoiding direct exposure to the sun during the hottest part of the day - between the hours of 11 am and 3 pm - and try to sit in the shade when possible. Use a high factor sunscreen or sun block and wear a hat.

When visiting the beach on a hot day make sure you drink plenty of water. To prevent damage to your eyes on sunny days, you should wear sunglasses which offer 100% UV protection.

Know the Flags

Red and yellow flags mark areas of water that are patrolled by lifeguards. These are the safest places to swim on the beach. When you see black and white chequered flags, this means that an area of water has been marked for use by craft. For your own safety, do not swim in these zones.

A red flag indicates danger. Never enter the water when a red flag is flying. An orange windsock flying at the beach indicates that wind conditions are especially dangerous and you should not take an inflatable into the sea under these conditions.

LEVEL 2 CERTIFICATE/DIPLOMA FOR IT USERS (CLAiT PLUS)

Unit 5: Designing an e-Presentation

5/SAMPLE/B

Important Notes for Tutors

Confidential. Not for viewing by candidates

Candidates will need the following files supplied by OCR on disk:

- the image files **cds** and **group** in .gif format
- the data files **shop** and **team** in .txt format
- the data file **sales** in .csv format

The files should be placed on an area of the file system (eg network, local or floppy).

Tutors must **not** change the file types.

Tutors should ensure that their systems will allow any English (UK) date format as candidates will be penalised if dates are not in English format. Dates in automatic fields must be in any English format (day, followed by month, followed by year).

Tutors should ensure that their systems will allow English (UK) spelling as no allowance will be made if spelling is not English (UK).

In the assignment, data to be entered by candidates is presented in bold for clarification; tutors must inform candidates that data must not be entered in bold unless instructed.

Candidates are allowed a notional duration of three hours to complete the assessment. All assessment material must remain strictly confidential. During the assessment, candidates cannot ask for, or be given, help from others. Assignments must be photocopied for candidates; tutors must not retype assignments.

Tutors must refer to the "Assessment Procedures" section of the Tutor's Handbook before giving the candidate(s) a live assessment. After the assessment, tutors must refer to the Detailed Marking Criteria in the Tutor's Handbook in order to assess the candidate(s) work.

LEVEL 2 CERTIFICATE/DIPLOMA FOR IT USERS (CLAIT PLUS)

Unit 5: Designing an e-Presentation

5/SAMPLE/B

Scenario

You work in the office of CD\$RUs, a music chain store that offers on-line purchases of Media products. You have been asked to produce two presentations: one that will be displayed on computer screens to advertise latest offers and one that will be used to support a website.

To produce the presentations you will need the following files:

FILENAME	FILE TYPE
cds	image file
group	image file
shop	text file
team	text file
sales	datafile

During this assignment you will need to take a number of screen prints. All screen prints may be contained in one document and printed at the end of the assignment.

Assessment Objectives

TASK 1

In this task you will prepare a master slide for the presentation that will be used to advertise the products offered by CD\$RUs.

1a
4d

- | | |
|---|---|
| 1 | <ul style="list-style-type: none"> a) Select a slide layout that will enable you to enter a title and two levels of bulleted text on each slide. b) Set the slide orientation of the master slide to be landscape. |
|---|---|

TASK 1 CONTINUED...

Assessment Objectives

...TASK 1 CONTINUED

1b
1d

2 Set up the master slide as follows:

Background	white
Text for all slides	serif (eg Times New Roman, Baskerville, Georgia)

Item	Font Size	Detail
Header	small	automatic date – any English format (day, month, year)
Footer	small	your name and centre number slide number to be displayed on all slides

Item	Font Size	Enhancement
Slide headings	large	bold
1 st level bullet	medium	no enhancement to include a bullet character
2 nd level bullet	smaller than 1 st level bullets (legible)	italic to include a bullet character

4a

3 Save the presentation as **shopres**

Assessment Objectives

TASK 2

Before you begin this task ensure you have the following files:

shopres (that you created in Task 1)
shop
cds

2a
2k

1

- a) Using the file **shopres** check that the layout for the first slide will enable you to enter a title and a bulleted list.
- b) Open the text file called **shop**.

Note: In the text file the words, **Slide 1, 2** etc, **Heading** and **Bullets** are included to show the position of the text on each slide and should **NOT** be included in the presentation.
- c) Copy the prepared text on to the correct slides as indicated in the text file. Slide 1 has no heading.
- d) Ensure that the formatting of the master slide is applied to all slides.

2d
2e
2f

2

- On **Slide 1**:
- a) Insert the image **cds** and position the image at the top right of the slide.
 - b) Resize the image to make it noticeably larger, maintaining the original proportions. Ensure the image does not touch or overlap any text.

1b

3

- On **Slide 1** demote the following bullets to 2nd level:
- 1000 – 2000 Mon – Fri
 - 1000 – 1800 Sat
 - 1100 – 1600 Sun

2c

4

- On **Slide 3** titled **Locations** move the final bullet:
- London**
- so that it becomes the **second** bullet.

TASK 2 CONTINUED...

Assessment
Objectives

...TASK 2 CONTINUED

- | | | |
|----------|---|--|
| 1b
2b | 5 | On Slide 3 titled Locations add the following text as the first bullet:

Birmingham 1 st Level |
| 2j | 6 | Replace all instances of TV with Television |
| 4a | 7 | Save the presentation using the filename shopres1 |
| 4f | 8 | Print the slides as handouts, three to a page. |

Assessment Objectives

TASK 3

Before you begin this task ensure you have the following files:

shopres1 (that you saved in Task 2)
sales

Some slides need to be added to the presentation. When keying in data ensure that you use upper and lower case as shown.

1a
1b
2b
2i
2k
4a

- 1 a) Insert a new slide as **Slide 2**.
- b) Use a slide layout for Slide 2 that will enable you to import data from a spreadsheet and display it as a table.
- c) Insert the slide heading **Monthly Sales**
- d) Open the datafile **sales**.
- e) Insert the information from this file into Slide 2 as a 3 column, 5 row table.
- f) Display the table showing all borders.
- g) Format the entire table to be in a **sans serif** font (eg Arial).
- h) Format the column headings **Store**, **Online** and **Value** to be italic.
- i) Format the text in the table, including the headings to be centre-aligned.

Format the numbers to be decimal-aligned, ensuring that the decimal point is aligned consistently in data.
- j) Use any legible font size.
- k) Ensure all data is displayed in full and that words are not split.
- l) Save the presentation using the filename **shopres2**

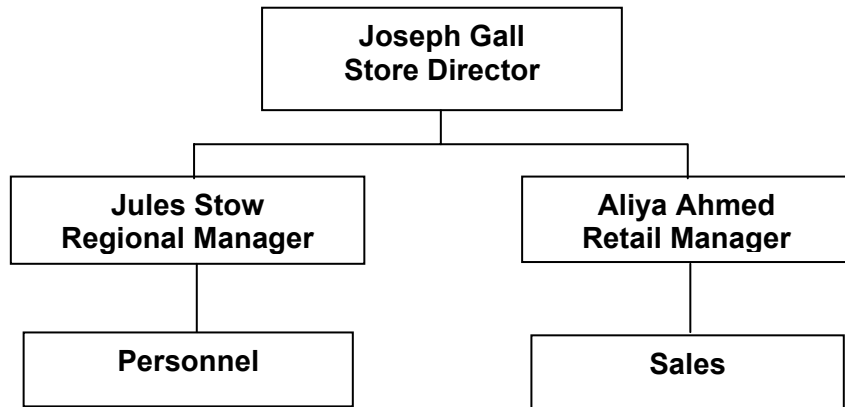
TASK 3 CONTINUED ...

Assessment Objectives

1b
2b
2h
2k

...TASK 3 CONTINUED

- 2
- a) Insert a new slide as **Slide 5**.
 - b) Use a slide layout for Slide 5 that will enable you to create an organisation chart on the slide.
 - c) Insert the slide heading **Team Structure**
 - d) Add the following organisation chart:



- e) Format the entire organisation chart to be in a **serif** font (eg Times New Roman).
- f) Use any legible font size.
- g) Ensure the text inside the boxes is displayed in full and that words are not split. You may use wrapped text.

TASK 3 CONTINUED...

Assessment
Objectives

...TASK 3 CONTINUED

1b
2b
2g
2k

- 3
- a) Insert a new slide as **Slide 3**.
 - b) Use a slide layout for Slide 3 that will enable you to create a chart on the slide.
 - c) Insert the slide heading **Group Sales**
 - d) Use the following data to create a bar/column chart on Slide 3:

CDs	49%
Videos	26%
DVDs	25%

- e) Display x-axis label **Media** and y-axis label **Percentage of sales** next to the axis.
- f) Do not display a legend.
- g) Format the entire chart to be in a **serif** font.
- h) Use any legible font size.
- i) Ensure the labels and data are fully displayed and that words are not split.

2b
4a
4e

- 4
- a) Spell check your presentation and review your work to ensure all amendments have been made.
 - b) Save your presentation keeping the filename **shopres2**.
 - c) Print a copy of the following slides as individual slides:

Slide 2 titled **Monthly Sales**
Slide 3 titled **Group Sales**
Slide 6 titled **Team Structure**

Assessment Objectives

TASK 4

Before you begin this task ensure you have the following file:

shopres2 (that you saved in Task 3).

Some amendments need to be made to the presentation to make it suitable for viewing by a variety of audiences.

2l

1

On **Slide 1**:

a) Delete the entire final bullet point:

1100 – 1600 Sun

b) Ensure the bullet character is also deleted.

2k

2

Delete **Slide 2** titled **Monthly Sales**.

3e

3

Hide **Slide 2** titled **Group Sales**.

3f

4

You are going to create a hyperlink to link Slide 1 to Slide 2 and will need to produce a screen print to evidence that this has been done.

On **Slide 1**:

a) Create a hyperlink action button to link **Slide 1** to **Slide 2 (Group Sales)**.

b) Take a screen print to evidence that the action button on Slide 1 has been linked to Slide 2. Save this screen print for printing later.

c) Ensure the button does not overlap any text or lines.

d) Test the hyperlink to ensure that Slide 2 is displayed only when the hyperlink button on Slide 1 is selected.

3d

5

Move **Slide 5** titled **Team Structure** so that it becomes **Slide 4**.

TASK 4 CONTINUED...

Assessment Objectives

...TASK 4 CONTINUED

3a
4h

- 6
- a) Set an animation on Slides 1, 2, 3 and 4.
 - b) Take a screen print to show evidence of the:

hidden slide
hyperlink action button
animations set on Slides 1, 2, 3 and 4
order of slides.
 - c) Ensure the screen print clearly displays all the above.
 - d) You may paste the screen print on the same page as your previous screen print.
 - e) Ensure your name and centre number are displayed on the screen print document(s).
 - f) Print this screen print and the screen print saved at Step 4b of this task.

2b
4d
4g

- 7
- Speaker's notes need to be added to **Slide 4** titled **Team Structure**:
- a) Set the page orientation of the Speaker's notes page to be **landscape**.
 - b) Open the text file **team**.
 - c) Copy the entire text file into the notes page of **Slide 4**.
 - d) Format the text to be in a **sans serif** font (eg Arial).
 - e) Format the text size to be **medium**.
 - f) Print **Slide 4** titled **Team Structure** with speaker's notes.

4a
4c

- 8
- a) Save your presentation using the filename **shopres3**
 - b) Close the presentation.

Assessment
Objectives

TASK 5

Before you begin this task ensure you have the image file **group**.

In this task you will create a 4-slide presentation that will be used on the website.

1a
4d

- 1
- a) Open your presentation software.
 - b) Create a new presentation.
 - c) Select a Title Slide layout. This layout must be used for all slides.
 - d) Set the slide orientation to be **portrait**.

You may use any legible font type and size for all slides in this presentation.

1c
2d
2e
2f

- 2
- a) On the master slide, insert the graphic **group** as a background for all slides.
 - b) Enter your name and centre number as a footer.

2b
2c
2k

- 3
- a) Enter the text on the four title slides as shown below.

Slide	Title	Subtitle
1	CDsRUs	Voted best online sales
2	CDsRUs	CDs
3	CDsRUs	DVDs
4	CDsRUs	Videos

- b) Spell check the presentation.
- c) Ensure that you have used a consistent layout for all slides.

TASK 5 CONTINUED...

Assessment Objectives

...TASK 5 CONTINUED

3b
3c

4 a) Set the timings and transitions as follows:

Timings	10 seconds on all slides
Transition	1 transition on each slide

- b) Take a screen print to show evidence that the transitions and timings have been set on all slides.
- c) Ensure the timings and transitions can be clearly seen on the screen print.
- d) Save the screen print for printing later.

4f

5 Print the presentation as handouts, four to a page. Ensure the background for each slide is visible on this printout.

4b
4h

- 6 a) Using the filename **cdsrus** save the presentation in a file format which will result in the presentation running immediately when opened.
- b) Take a screen print to show evidence that the file has been saved in this format.
- c) You may paste the screen print on the same page as your previous screen prints.
- d) Ensure your name and centre number are displayed on the screen print document(s).
- e) Print this screen print and the screen print saved at step 4d of this task.

4c

7 Close the presentation.

LEVEL 2 CERTIFICATE/DIPLOMA FOR IT USERS (CLAIT PLUS)

Unit 6: e-Image Manipulation

6/SAMPLE/B

Important Notes for Tutors

Confidential. Not for viewing by candidates

Candidates will need the following image files supplied by OCR on disk:

- **five** in .jpg format
- **three** in .jpg format
- **bottle** in .gif format
- **crawl** in .gif format

The files should be placed on an area of the file system (eg network, local or floppy).

Tutors must **not** change the file types.

Candidates require a colour printer for this unit.

Candidates are allowed a notional duration of three hours to complete the assessment. All assessment material must remain strictly confidential. During the assessment, candidates cannot ask for, or be given, help from others. Assignments must be photocopied for candidates; tutors must not retype assignments.

Tutors must refer to the “Assessment Procedures” section of the Tutor’s Handbook before giving the candidate(s) a live assessment. After the assessment, tutors must refer to the Detailed Marking Criteria in the Tutor’s Handbook in order to assess the candidate(s) work.

LEVEL 2 CERTIFICATE/DIPLOMA FOR IT USERS (CLAIT PLUS)

Unit 6: e-Image Manipulation

6/SAMPLE/B

Scenario

You work in a Health Centre. You have been asked to produce some artwork that will be used to promote a support group for mothers (Tasks 1, 2, 3 and 4) and a computer animation that will play in the waiting room (Task 5). You will need to refer to:

- the Design Brief for the computer artwork
- the Design Brief for the computer animation

You will need to the following files to complete the tasks:

FILENAME	FILE TYPE
five	.jpg
three	.jpg
bottle	.gif
crawl	.gif

Instructions for screen printouts

During this assignment you will need to take a number of screen prints.

- All screen prints may be printed as they are made, or may be saved in one document that will be printed at the end of the assignment.
- All information on the screen printouts must be legible.
- Printouts showing the computer animation frames **MUST** be printed in colour.
- All screen printouts must display your name and centre number.

Assessment Objectives

TASK 1

Before you begin this task ensure you have the file **five**.

In this task you will edit an image that you will use to create a poster.

- | | | |
|----|---|---|
| 1a | 1 | a) Load software that will enable you to edit an image. |
| | | b) Open the file five . |

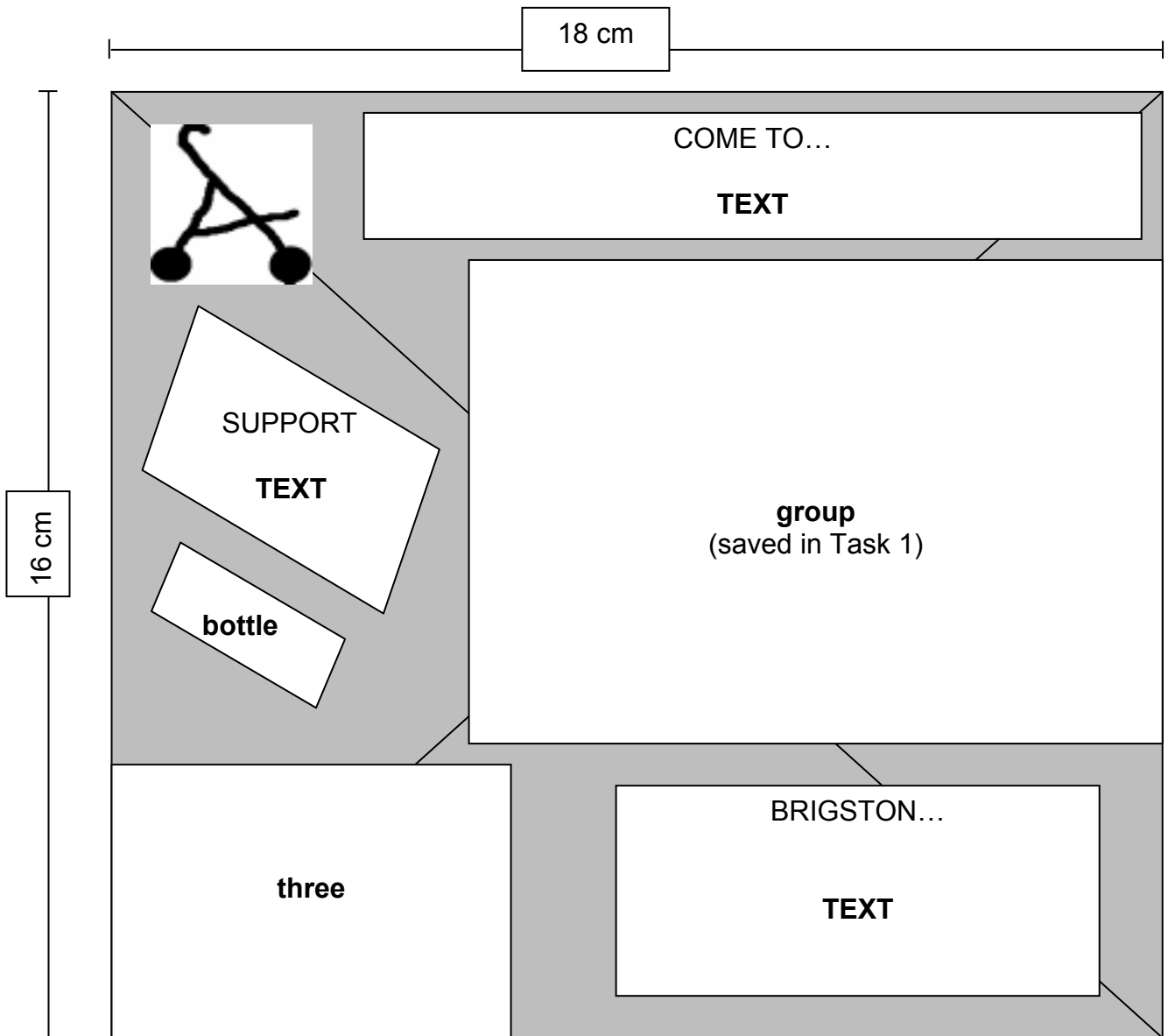
TASK 1 CONTINUED...

Assessment
Objectives

...TASK 1 CONTINUED

- | | | |
|----------|---|--|
| 2c | 2 | Use the colour correction tools of your software to adjust the brightness and contrast so that the image does not appear under-exposed. |
| 2a
2b | 3 | Use the image editing features of your software to:
a) Remove the scratches from the bottom right corner of the image.
b) Replace the area where the corner has been torn off with a background to match the surrounding area. |
| 5a | 4 | Save your amended image as group in a .jpg or .jpeg format (in any file size). |
| 5c | 5 | a) Print your edited image in colour.
b) Ensure your name and centre number are displayed on this printout. This may be handwritten. |

Layout Sketch for Poster (Tasks 2, 3 and 4)



Assessment
Objectives

TASK 2

Before you begin this task ensure you have the following files:

**bottle
group** (that you saved in Task 1).

In this task you will combine text and images to create a piece of artwork that will be used as a poster.

- | | | | | |
|----------------|---|----|-------------|---|
| 1a
1b
5d | 1 | 1 | 1 | Create a new piece of artwork |
| | | a) | | Set your artwork canvas to be: |
| | | | Width: | 18 cm |
| | | | Height: | 16 cm |
| | | | Resolution: | 200 pixels per inch (ppi) or
79 pixels per centimetre |
| | | b) | | Take a screen print to show these settings. |
| | | c) | | Print this screen print as instructed at the start of the assignment. |
| 3b | 2 | 2 | | Apply a diagonal gradient fill to the entire background of the artwork, running from light blue in the top left-hand corner to dark blue in the bottom right-hand corner. |
| 1c
1d | 3 | 3 | a) | Import the image group that you saved in Task 1. |
| | | | b) | Place this image as a new layer in your artwork. |
| | | | c) | Position this as shown in the Layout Sketch on page 4. |
| | | | d) | The image should be approximately 12 cm wide. |

TASK 2 CONTINUED...

Assessment
Objectives

...TASK 2 CONTINUED

- | | | |
|----------------------|---|---|
| 1c
1d
3f
5d | 4 | a) Import the image bottle .
b) Place this image as a new layer in your artwork.
c) Position this as shown in the Layout Sketch on page 4.
d) You may resize the image, but must keep it in proportion.
e) Set the opacity of this layer only to be 80%
f) Take a screen print to show that this has been done.
g) Print this screen print as instructed at the start of the assignment. |
| 1c
1d
1e
3e | 5 | a) Refer to the Layout Sketch for the poster shown on page 4.
b) Enter the text:
<p style="text-align: center;">BRIGSTON
BABY GROUP</p> as a new layer.
c) Display this text on two lines as shown.
d) Apply horizontal centre alignment to this text.
e) Position this text as shown in the Layout Sketch.
f) Colour the text white .
g) Ensure that the background of this layer is transparent.
h) Format the shape of this text to give a visible banner/flag effect. |
| 5a | 6 | Save your artwork using the filename babyad |

Assessment
Objectives

TASK 3

Before you begin this task ensure you have the following files:

three
babyad (that you saved in Task 2).

In this task you will combine text and images and you will use the editing and drawing features of your software to amend the artwork that you saved in Task 2.

- | | | |
|----------------------|---|--|
| 1b
1c
1d | 1 | Using the file babyad that you saved in Task 2: <ol style="list-style-type: none">a) Insert the image three as a new layer.b) Position this as shown in the Layout Sketch on page 4.c) You may resize this image but must keep it in proportion.d) Remove the white background from this image so that the figures are outlined against the blue background. |
| 1d
3a
3b | 2 | <ol style="list-style-type: none">a) Create a new layer that will allow you to draw graphic shapes.b) Refer to the Layout Sketch on page 4.c) Draw a shape approximately 3 cm square resembling a simple baby buggy.d) Fill this shape with black. |
| 1d
1e
3d
3e | 3 | Refer to the Layout Sketch for the poster shown on page 4. <ol style="list-style-type: none">a) Enter the text:<p style="text-align: center;">COME TO OUR GROUP</p>as a new layer.b) Position this text as shown in the Layout Sketch.c) Colour the text white.d) Ensure that the background of this layer is transparent.e) Apply an obvious dropped shadow to this text. |

TASK 3 CONTINUED...

Assessment
Objectives

...TASK 3 CONTINUED

- | | | | |
|----|---|----|---|
| 1c | 4 | a) | Refer to the Layout Sketch for the poster shown on page 4. |
| 1d | | b) | Enter the text: |
| 1e | | | <p style="text-align: center;">SUPPORT
ADVICE
COMPANY</p> |
| 3e | | | as a new layer. |
| | | c) | Display this text on three lines as shown. |
| | | d) | Position this text as shown in the Layout Sketch. |
| | | e) | Colour the text yellow . |
| | | f) | Ensure that the background of this layer is transparent. |
| | | g) | Rotate this text to match the angle of the bottle image. |
| 5a | 5 | | Save your artwork keeping the filename babyad |
| 5b | 6 | a) | Print the poster in colour, in landscape orientation, showing crop marks. |
| 5c | | b) | Ensure your name and centre number are displayed on this printout. This may be handwritten. |

Assessment
Objectives

TASK 4

Before you begin this task ensure you have the following file:

babyad (that you saved in Task 3).

You have been asked to use a special effect to create an alternative piece of artwork. The alternative artwork must be noticeably different from the original, but must still resemble a group of people.

3c
5a
5c

- 1
 - a) On the layer containing the three babies (**three**) use a special effect on this layer only.
 - b) Save your amended poster using the filename **spbaby**
 - c) Print your amended poster in colour.
 - d) Ensure your name and centre number are displayed on this printout. This may be handwritten.
 - e) Close any open files.

Assessment Objectives

TASK 5

Before you begin this task ensure you have the file **crawl**:

In this task you will create a 4-frame animation which will play in the waiting room. You will need to refer to the Design Sketch on Page 12 to complete this task.

1a
4a
4b
5d

- 1 a) Create a new animation.
- b) Set the size of the animation to be:
- | | |
|--------|-------------------|
| Width | 425 pixels |
| Height | 170 pixels |
- c) Take a screen print to show that this has been done.
- d) Print the screen print as instructed at the start of the assignment.

1e
3b
4c

- 2 Create each frame of the animation according to the Design Sketch for the animation shown on page 12.

4d

- 3 Set the duration of each frame as follows:

Frame 1	1 second
Frame 2	1 second
Frame 3	1 second
Frame 4	3 seconds

TASK 5 CONTINUED...

Assessment
Objectives

...TASK 5 CONTINUED

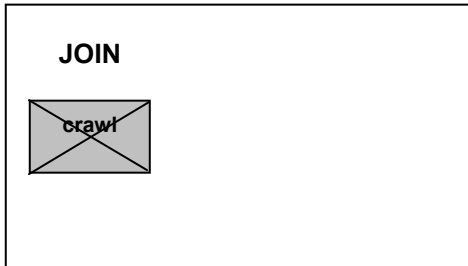
5a
5c
5d

- 4
- a) Check your work carefully to ensure you have not made any errors.
 - b) Save your work in a format appropriate for running an animation.
 - c) Print the four frames of the animation in colour showing the **timings** and the **file type** (this may be a screen print).
 - d) Ensure that the text and graphics are clearly visible on each of the frames.
 - e) Ensure your name and centre number are displayed on this printout. This may be handwritten.
 - f) Ensure that all screen prints taken during the assignment have been printed and that your name is clearly displayed on all printouts.
 - g) Close all open software.

Design Sketch for Animation

width = 425 pixels
height = 170 pixels
background colour of artwork to be red
all text to be white and emboldened
This will form the background for all frames.

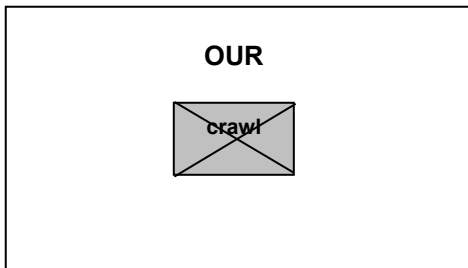
Frame 1



text **JOIN** positioned at top left of artwork and visible on background

image **crawl** positioned below the word JOIN

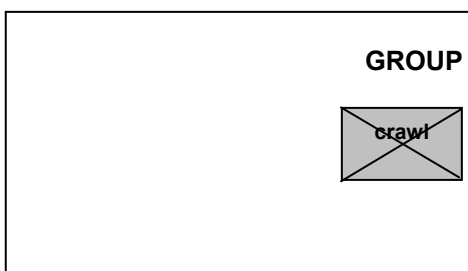
Frame 2



text **OUR** positioned at top middle of artwork and visible on background

image **crawl** positioned below the word OUR

Frame 3



text **GROUP** positioned at top right of artwork and visible on background

image **crawl** positioned below the word GROUP

Frame 4



text **BRIGSTON BABY GROUP** clearly larger than in other frames, positioned at bottom of artwork and visible on background

image **crawl** positioned above the word GROUP

LEVEL 2 CERTIFICATE/DIPLOMA FOR IT USERS (CLAiT PLUS)

Unit 7: Website Creation

7/SAMPLE/B

Important Notes for Tutors

Confidential. Not for viewing by candidates

Candidates must have access to the Internet. Tutors must **not** download the files for candidates.

After candidates have checked their work thoroughly and submitted their directories/folders to tutors, tutors should **NOT** remove the 'images' sub-folder from the candidate's submission.

Live assignments for assessment must be submitted electronically; no printouts should be submitted for this unit. For details regarding the submission of files for Website Creation, tutors should refer to the Preparations for Assessment instructions included with the Live assignment.

In the assignment, data to be entered by candidates is presented in bold for clarification; tutors must inform candidates that data must not be entered in bold unless instructed.

Candidates are allowed a notional duration of three hours to complete the assessment. All assessment material must remain strictly confidential. During the assessment, candidates cannot ask for, or be given, help from others. Assignments must be photocopied for candidates; tutors must not retype assignments.

Tutors must refer to the "Assessment Procedures" section of the Tutor's Handbook before giving the candidate(s) a live assessment. After the assessment, tutors must refer to the Detailed Marking Criteria in the Tutor's Handbook in order to assess the candidate(s) work.

ADMINISTRATIVE INSTRUCTIONS FOR THE CERTIFICATION OF WEBSITE CREATION

Preparation for Assessment

Before Assessment

Each candidate must be given a unique identifier <ID> (we suggest this is based on their initials or a College ID number). A maximum of 5 characters is permissible for this identifier. These identifiers will be used to prefix each candidate's folder where the files are stored so that their work can be distinguished from that of other candidates when the files are submitted for moderation to the Examiner-moderator.

The characters used must be alphanumeric (ie letters or numbers) and the use of symbols or spaces must be avoided.

For example, Pavinder Singh: PS, Mary Elizabeth Jones: MEJ. These identifiers will be used to prefix each candidate's folder so that their work can be distinguished from those of other candidates.

No two candidates can be given the same identifier.

Tutors should set up a working folder for each candidate, using his or her <ID> as its name. If candidates are saving to floppy disks they could do this themselves with guidance from the tutor. If candidates are saving to a network these directories will have to be set up by the tutor or a technician.

Shortly before attempting the assignment

Provide all candidates with their <ID>s and the locations of their working folder. Instruct them to use the file names as instructed in the assignment when completing the "save" sections of the assignments.

Remind candidates that they must save their solution files in their working folder, in the desired format, and using the correct file names.

Note: Centres must keep a copy of all candidate files.

On completion of the assignment

- Candidates should check their work thoroughly and submit their folders to tutors
- Centre assessors should mark candidate work and complete the individual Candidate Assessment Summary Sheet, included with this assignment.
- Once the candidate's work has been marked by the centre assessor (and internally standardised where appropriate), the candidates' results should be transferred to the front of their Assessment Record Folder **by the centre assessor**, and the Candidate Assessment Summary Sheet inserted in the Candidate Assessment Record Folder.

Instructions for Submission of Candidate Work

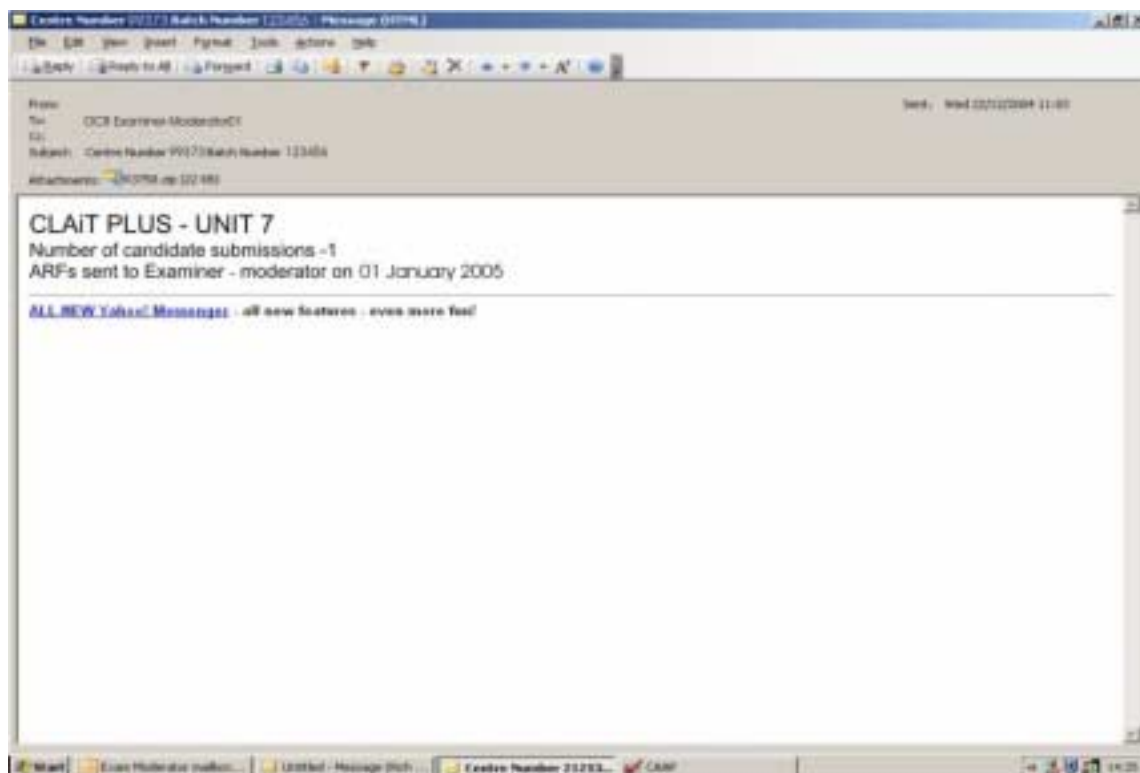
- **Note: The images folder must NOT be removed.**
- Centre assessors should zip the candidate folders. Centres will need to have access to a zip program such as WINZIP, that will save the folders as a single zip file. Files **must** be zipped before sending to your allocated Examiner-moderator.
- Centre assessors should forward candidate work to the allocated Examiner-moderator using the email address provided adhering to the following instructions:

You should only include files from one batch (ie work from one group of candidates, submitted to the Examiner-moderator with one NQF5 OCR Vocational Qualifications Dispatch Notification Sheet) in your email. The email should consist of:

Subject: **centre number, batch number**

In the main body of the email you should include:

The number of candidates' work you are submitting and the date you sent the ARF(s).



The candidate files should be sent to the OCR Examiner-moderator at approximately the same time that the ARF(s) are dispatched to the OCR Examiner-moderator.

LEVEL 2 CERTIFICATE/DIPLOMA FOR IT USERS (CLAiT PLUS)

Unit 7: Website Creation

7/SAMPLE/B

Centre Assessors **must** complete this form when marking Unit 7 WEBSITE CREATION.

Candidate Assessment Summary Sheet

Candidate Name:		
Centre Number:		
File Name	Description of Error	Accuracy Error

Centre Assessor

Name:

Signature:.....

Date:

This form can be photocopied

LEVEL 2 CERTIFICATE/DIPLOMA FOR IT USERS (CLAIT PLUS)

Unit 7: Website Creation

7/SAMPLE/B

Scenario

You are working for **Progress Hot Air Balloons**, a franchise company offering hot air balloon flights. You have been asked to create a web site which will be hosted by Progress Media.

All of the text and graphics for each of the pages have been prepared in advance by a designer. You must download these from the **balloons** page at: www.progress-media.co.uk/balloons/

NOTE: You will need to download three text files (.txt), five images files (.gif/.jpg) and one datafile (.csv).

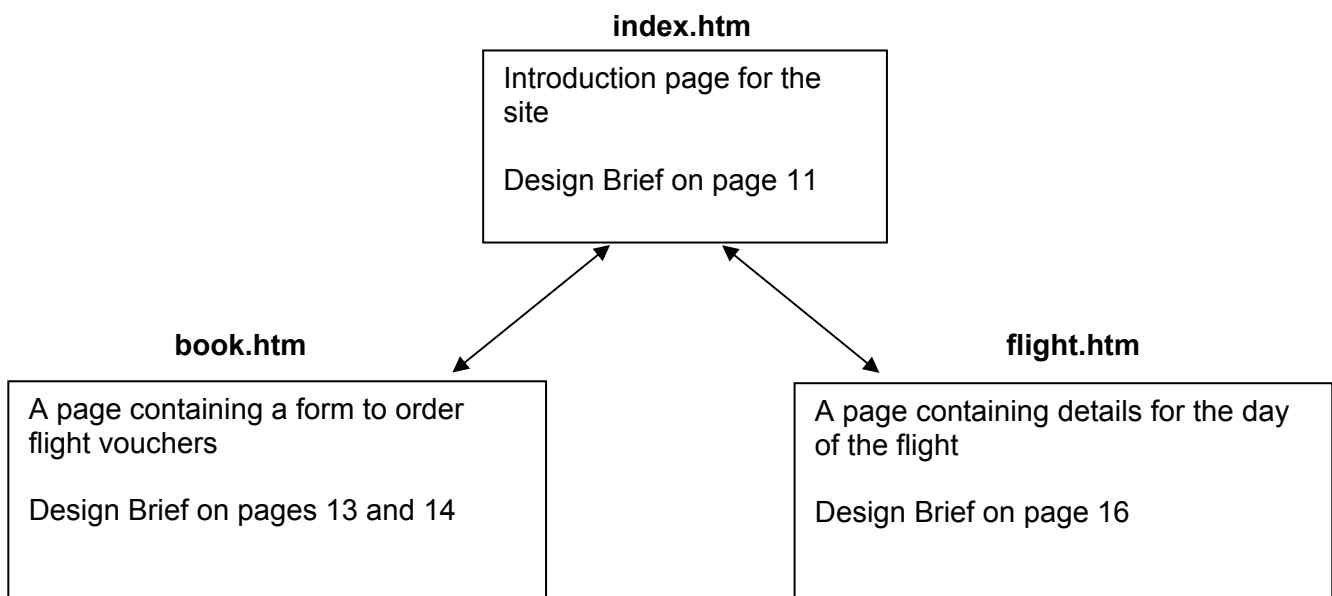
Important Notice

Please note that you are asked to create a form as part of the assessment for this unit. As such they should apply a 'form action' before subsequently testing the form to ensure it has been correctly set up. The ISP providers for both the domain and the cgi script, being utilised as part of the form action, are experiencing difficulties at present resulting in you receiving an error message from EasySpace after submission.

There is no detrimental effect on how you are assessed because of this and you should simply ignore the message and check that the recipient address and the form action have been entered as instructed.

You are not required to produce any printouts for this assignment.

PROGRESS HOT AIR BALLOONS SITE MAP



Assessment Objectives

TASK 1

In this task you will download and store all the files for your website.

1c

- 1
- a) In your working area create a folder for your website called **phab(your initials)** eg **phabyo**
 - b) Within this folder create a subfolder called **images**
 - c) **All image files for your website must be contained within the images sub-folder. All other files must be contained within the website folder phab(your initials).**

1b
1h

- 2
- a) Locate the web page <http://www.progress-media.co.uk/balloons/>
 - b) Download the following four files and place them in your website folder **phab(your initials)**.

FILENAME	FILE TYPE
agenda	.txt
intro	.txt
order	.txt
cost	.csv

- c) Download the following five files and place them in the **images** subfolder that you created in Step 1b.

FILENAME	FILE TYPE
booking	.gif
contact	.gif
flight	.gif
home	.gif
balloon	.jpg

Assessment Objectives

TASK 2

In this task you will create a master page/template that you will use to create all your web pages to ensure they have a consistent style.

All links to files and images on the website must be **relative**, not absolute.

1a
1d
1f
1g
1h

- 1
- a) Load software that will allow you to create web pages.
 - b) Create a new web page.
 - c) Save this web page in your website folder **phab(your initials)** using the filename **phabmast**
 - d) Set the page properties as follows:

title	(as specified for each page)
background colour	#ccffff
text colour	#006699
link colour	#ff9900
visited link colour	#ff6600

1e
1g

- 2
- Create the following META tags and insert the information shown:

keywords	hot air balloon, flight, adventure
author	your name and centre number
description	(as specified for each page)

TASK 2 CONTINUED...

Assessment Objectives

1g
2j
2l
2m

...TASK 2 CONTINUED

3 You will now create a table to align the contents of your page. A guide is shown below:

Link button	Link button	Link button
Heading area		
Body text area		
Link button		
Copyright notice		

- a) Create a table of **one** column and **five** rows.
- b) Set the table properties as follows:

width	600 pixels
table alignment	left
border	0
cell padding	3
cell spacing	4

- c) In the **first row** only split the cells to create **three columns**.
- d) Set the cell properties for rows 1 and 4 as follows:

Cells	Width	Horizontal alignment	Vertical alignment
1 st row	200 pixels	centre	middle
4 th row	600 pixels	centre	middle

The cell properties for rows 2, 3 and 5 do not need to be amended.

TASK 2 CONTINUED...

Assessment Objectives

...TASK 2 CONTINUED

4a
4c
4d
4e

4 Create a navigation table in the **1st** and **4th** rows of your table. The images must be inserted and formatted as shown below:

a) All images in the first row have a height of **114** pixels and a width of **84** pixels which should be retained.

Position in Row 1	Image	Alt text	Link to	Border
Column 1	home.gif	home page	index.htm	0
Column 2	flight.gif	flight agenda	flight.htm	0
Column 3	contact.gif	email us	phab@progress-media.co.uk	0

b) The image in the fourth row has a height of **114** pixels and a width of **510** pixels which should be retained.

Position	Image	Alignment	Alt text	Link to	Border
Row 4	booking.gif	centre	book flight vouchers	book.htm	0

c) Check to ensure all links are **relative**.

2g

5 You will now create a style sheet that must be applied to the appropriate areas of each web page (see guide shown in Step 3 on page 8).

a) Create a style sheet as follows:

Name	Font face	Size	Emphasis	Alignment
heading	sans serif (eg Arial)	24 pt	strong (bold)	centre
body	sans serif	14 pt	none	left

b) Save your style sheet as appropriate to your software.

TASK 2 CONTINUED...

Assessment
Objectives

...TASK 2 CONTINUED

- | | | |
|----------------|---|---|
| 1f
2a
4b | 6 | The copyright notice needs to be displayed at the bottom of each page.

a) In the last (bottom) row of the table. Key in the following text:

Copyright © Progress Media 2006

b) Link this text to <u>www.progress-media.co.uk</u>

c) Format in the body text style. |
| 1h | 7 | Save your master page/template in your website folder phab(your initials) retaining the filename phabmast . |

TASK 3

In this task you will need to insert several files.

1e
1h

- 1 a) Open a copy of the master page/template **phabmast**.
b) Save this in your website folder **phab(your initials)** using filename **index.htm**
c) Title the page: **Hot Air Balloons**
d) In the description META tag enter the following description:

Introduction to hot air ballooning

2a

- 2 In the Heading area key in the text:

Progress Hot Air Balloons

2a
2g
2h
2k

- 3 a) Insert the text file **intro**, the image file **balloon** and the table from the file **cost** placing them in the body text area, following the outline shown below:

Navigation Table		
Progress Hot Air Balloons		
We offer		
.....		
Our vouchers		
.....		
.....		
The following		
.....		
<table border="1"><tr><td>cost</td></tr></table>	cost	
cost		
Hot air balloon	<table border="1"><tr><td>balloon.jpg</td></tr></table>	balloon.jpg
balloon.jpg		
.....		
.....		
Navigation Button		
Copyright notice here		

TASK 3 CONTINUED ...

Assessment
Objectives

...TASK 3 CONTINUED

- b) Make sure the file **cost** is displayed in two columns.
- c) Ensure that each paragraph is separated by at least one clear line space.
- d) Ensure that the style sheet has been applied to the appropriate parts of the text. The body text style should also be applied to the **cost** table.

2c
2d
2e
2f

4 Apply the following formatting to the image **balloon**.

- a) Flip the image horizontally.
- b) Reduce the resolution of the image.
- c) Set the image attributes as follows:

width	250 pixels
height	167 pixels
alignment	right
alt text	balloon ride at sunset

1h

5 Save your web page in your website folder **phab(your initials)** retaining the filename **index.htm**.

Assessment Objectives

TASK 4

1e
1h

- 1 a) Open a copy of the master page/template **phabmast**.
b) Save this in your website folder using the filename **book.htm**
c) Title the page: **Flight bookings**
d) In the description META tag enter the following description:

Buy a hot air balloon flight voucher

2a

- 2 In the Heading area key in the text:

Booking Your Flight

2a
2g

- 3 You are going to create an interactive form. An outline of the form is shown below:

Navigation Table	
Booking Your Flight	
To purchase ----- -----	
<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Miss <input type="radio"/> Ms <input type="radio"/> Other	
Name (first and last name)	
Single line text field	
Address	
Text box	
Number of vouchers	Drop down selection
<input type="button" value="Book vouchers"/>	<input type="button" value="Cancel"/>
Thank you -----	
Navigation Button	
Copyright notice here	

TASK 4 CONTINUED...

Assessment Objectives

...TASK 4 CONTINUED

3a

4

- a) Insert the text file **order** in the body text area, following the outline shown above.
- b) Ensure that the style sheet has been applied to the appropriate parts of the text.

Create an interactive form as follows:

start of form	after the text: . . . please complete the following details.
end of form	before the text: Thank you for your order.
form method	POST
form action	http://www.progress-webmail.co.uk/cgi-bin/webmail.cgi (This action will automatically process the form information, sending an email to the specified 'recipient'. A 'thank you' page is automatically generated.)

3b
3c

5

Add form items according to the following table, placing them where shown in the outline on page 11.

The field settings for radio buttons and drop down selection may be selected or not selected.

Type	Name	Field settings
hidden field	recipient	phab@progress-media.co.uk
radio	title	value = Mr value = Mrs value = Miss value = Ms value = Other
single line text field	fullname	width = 40
text area	address	4 lines of 30 characters
drop down selection	number	<u>options</u> 1 2 3 +
submit button	submit	value = Book vouchers
reset button	reset	value = Cancel

TASK 4 CONTINUED...

Assessment
Objectives

...TASK 4 CONTINUED

1h	6	Save your web page in your website folder phab(your initials) retaining the filename book.htm .
3d	7	Test the interactive form to ensure that it correctly sends the information to the recipient .

Assessment Objectives

TASK 5

1e
1h

- 1 a) Open a copy of the master page/template **phabmast**.
b) Save this in your website folder **phab(your initials)** using the filename **flight.htm**
c) Title the page: **Flight agenda**
d) In the description META tag enter the following description:

What to expect on the day of your flight

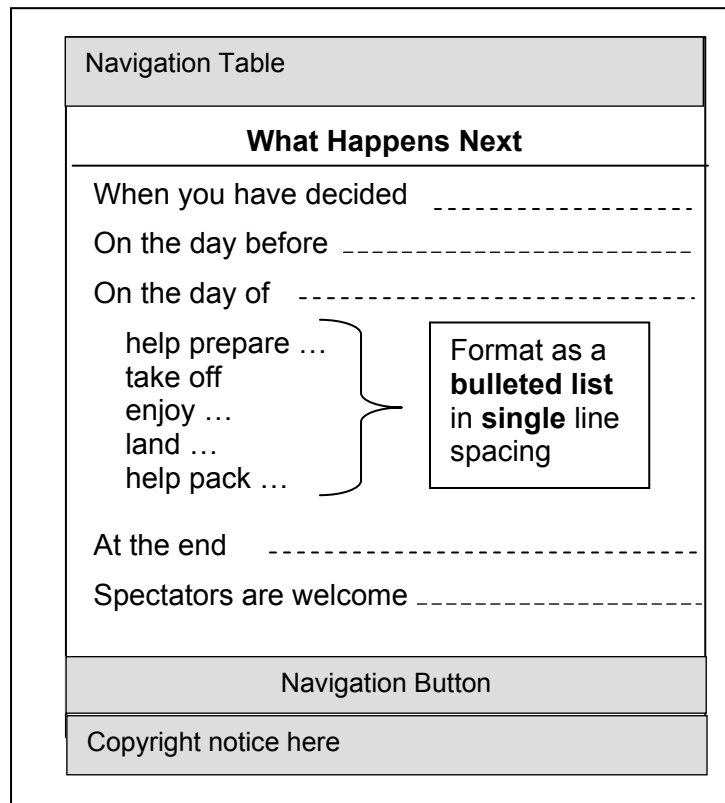
2a

- 2 In the Heading area key in the text:

What Happens Next

2a
2h
2i

- 3 a) Insert the text file **agenda** and place in the body text area following the outline shown below:



- b) Ensure each paragraph is separated by at least one clear line space.

TASK 5 CONTINUED...

Assessment
Objectives

...TASK 5 CONTINUED

- | | | | |
|----|---|----|---|
| | | c) | Format the five lines indicated in the sketch as a bulleted list in single line spacing. |
| | | d) | Ensure that the style sheet has been applied to the appropriate parts of the text. |
| 2b | 4 | | Spell check and proof read your web page and correct any errors. |
| 1h | 5 | | Save your web page in your website folder phab(your initials) retaining the filename flight.htm . |
| 5c | 6 | | Save and close your website and exit the software. |
| 5d | | | |
| 4f | 7 | | Load your website in a browser and check that all: |
| 5a | | a) | pages load correctly |
| 5b | | b) | links function properly |
| | | c) | page content and image(s) are displayed |
| | | d) | links to other pages and images in the website are relative NOT absolute |
| | | e) | pages have been formatted accurately |
| | | f) | pages are free from spelling errors. |

Save or copy all files to the disk, drive or network location specified by your tutor.

No printouts should be submitted for this assignment.

LEVEL 2 CERTIFICATE/DIPLOMA FOR IT USERS (CLAIT PLUS)

Unit 8: Electronic Communication

8/SAMPLE/B

Important Notes for Tutors (Page 1 of 2)

Confidential. Not for viewing by candidates

Before the candidates begin the assessment, tutors must compose and send the candidate(s) the email message below, with capitalisation as shown, with the attachment **music.zip** provided by OCR on disk.

Note: If centres are unable to use the music.zip file provided, an unzipped folder containing three files **drumming.txt**, **drums.gif** and **bookings.csv** has also been supplied. This folder **must** be zipped (compressed) by the tutor using the compressed file format that the candidate(s) are familiar with, in advance of the assessment.

The attached folder **must** be in a compressed format, as this forms part of the assessment.

Subject:	Drumming workshop
Attachment:	music.zip
Message:	Here are the files that you will require when making arrangements for the above staff development workshop. Personnel Manager Progress Radio

Candidates will be required to store the email address used by the tutor to send this message and will use this address to send message(s) during the assessment.

OCR has set up dummy addresses for use in the assessment. Messages sent to these addresses are not read or assessed.

Note: Where an objective (eg priority, reminder/alarm, repeating/recurring meetings) **cannot** be evidenced by a standard printout, candidates **must** submit a screen print as evidence.

Before and after the assessment, tutors must ensure that:

- the bookmark facility (favourites) and the history are cleared
- the browser page set up is cleared of any personal details
- all folders within the mailbox are cleared
- the address book is cleared

LEVEL 2 CERTIFICATE/DIPLOMA FOR IT USERS (CLAiT PLUS)

Unit 8: Electronic Communication

8/SAMPLE/B

Important Notes for Tutors (Page 2 of 2)

Confidential. Not for viewing by candidates

Tutors should ensure that their systems will allow any English (UK) date format as candidates will be penalised if dates are not in English format. Dates in automatic fields must be in any English format (day, followed by month, followed by year).

Tutors should ensure that their systems allow English (UK) spelling as no allowance will be made if spelling is not English (UK).

In the assignment, data to be entered by candidates is presented in bold for clarification; tutors must inform candidates that data must not be entered in bold unless instructed.

Candidates are allowed a notional duration of three hours to complete the assessment. All assessment material must remain strictly confidential. During the assessment, candidates cannot ask for, or be given, help from others. Assignments must be photocopied for candidates; tutors must not retype assignments.

Tutors must refer to the “Assessment Procedures” section of the Tutor’s Handbook before giving the candidate(s) a live assessment. After the assessment, tutors must refer to the Detailed Marking Criteria in the Tutor’s Handbook in order to assess the candidate(s) work.

LEVEL 2 CERTIFICATE/DIPLOMA FOR IT USERS (CLAiT PLUS)

Unit 8: Electronic Communication

8/SAMPLE/B

Scenario

You are working for Progress Radio as an Administrative Assistant. One of your duties is to co-ordinate the organisation of a drumming workshop that is to be held next month.

You use Personal Information Management (PIM) software to help you organise your working week and to keep details of contacts. You use email software to send and receive email communications.

During this assignment you will need to take a number of screen prints. All screen prints may be saved in one document and printed at the end of the assignment.

Note: Where an objective (eg priority, reminder/alarm and repeating/recurring meetings) **cannot** be evidenced by a standard printout, you **must** submit a screen print as evidence.

You must ensure that all printouts of calendar, notes pages and to do tasks include your personal details, ie name and centre number. These details may be handwritten.

Assessment Objectives

2e

TASK 1

You need to enter some information into your Personal Information Management software.

1 Schedule the following meetings and appointments for next week:

Day	Start Time	Duration	Memo/Description Location	Repeating/ Recurring	Alarm
Monday	13.30	30 mins	Staff development meeting Personnel Office	Recurring every week	No
Tuesday	9.30	2 hours	Meeting with musicians Studio	Not recurring	Yes

TASK 1 CONTINUED...

Assessment Objectives

...TASK 1 CONTINUED

2f

2 Print a copy of your diary pages for Monday and Tuesday only. Preview your printout(s) to ensure that evidence of the following will be shown:

- the day, date, start and finish time of meetings
- memo/description and location
- the alarm
- the recurring meeting
- text in full
- your name and centre number.

If necessary, additional screen prints may be used.

2e
2f

3 You need to make sure that the venue for the drumming workshop is booked.

a) Create the following to do task:

Task	Due Date
Book conference suite for drumming workshop	Wednesday

- b) Preview a print of your to do task.
- c) Ensure the **task** and the **due date** are shown in full.
- d) Ensure that your name and centre number will be displayed on this printout.
- e) Print a copy of your to do task.

Assessment Objectives

TASK 2

- | | | |
|----------|---|--|
| 2a
3c | 1 | <p>The Personnel Manager has sent you an email message about a staff development workshop.</p> <ul style="list-style-type: none">a) Read the message entitled Drumming workshopb) Store the attached zipped/compressed file music outside the mailbox in your working area.c) Add the Personnel Manager's email address and Job Title to the application's address storage facility. |
| 1f
3c | 2 | <ul style="list-style-type: none">a) Locate the zipped/compressed file music that you stored at Step 1b.b) Extract the files contained in the compressed file music and store them in your working area.c) Check that you have extracted three files drumming, drums and bookings. |
| 3a
3b | 3 | <p>You need to create an archive folder to store messages from the Personnel Manager.</p> <ul style="list-style-type: none">a) Within your email system create a new folder.b) Name this folder workshopc) Move the message entitled Drumming workshop to the folder workshop. |

Assessment Objectives

TASK 3

2a

- 1 Details of two of the musicians who will be involved in the staff development workshop need to be entered into your contacts list. Enter only the following details:

Full name	Joseph De Raffaelep
Job title	Drummer
Work telephone	0461 228 1661
Email address	joseph.r@progress-media.co.uk

Full name	Zak Vayro
Job title	Percussionist
Work telephone	0461 228 1662
Email address	zak.v@progress-media.co.uk

2b

- 2
- a) Create an email distribution list.
 - b) Name the distribution list **musicians**
 - c) Add the two contacts entered at Step 1 to the distribution list.
 - d) Save and close the distribution list.

2d

- 3
- You need to print a copy of all your contacts and the distribution list. These may be printed on the same sheet.
- a) Print a copy of the contacts showing **Full name, Job title, Work telephone** and **Email address** of each contact.
 - b) Print a copy of the distribution list **musicians** showing the name of the distribution list, the **Full name** and **Email address** of each of the contacts.
 - c) Ensure that your name and centre number are displayed on the printouts.

Assessment Objectives

TASK 4

1a

- 1 The Personnel Manager has decided that email signatures should be in a standard format.
- a) In your email software create an email signature as follows:

**Your name and centre number
Administrative Assistant
Progress Radio**
 - b) Produce evidence, in the form of a screen print, to show that this has been done.
 - c) Ensure your name and centre number are displayed on the printout.
 - d) You may print this document now or save it for printing later.

You need to send an email message.

1b
1c
1d
1e
1g
2c

- 2
- a) Create a new email message.
 - b) Address the email to the **musicians** group.
 - c) You must retrieve this distribution list from your address book.
 - d) Enter the details shown below in the appropriate parts of the email:

Subject	Staff development workshop
Message	Please find attached the promotion leaflet text, together with details of the number of staff who have booked on the workshops. Please let me have your comments.

- e) Add the signature that you created at Step 1 to the end of this message.
- f) Attach to the email the two files **drumming.txt** and **bookings.csv** that you extracted in Task 2. The files must be attached as two **separate** files. Do not attach the compressed file.
- g) Use the copy facility (Cc:) to ensure this email will also be sent to **estates@progress-media.co.uk**
- h) Use the confidential facility (Bcc:) to send the email to the **Personnel Manager** ensuring confidentiality of the Personnel Manager's address. You must retrieve this address from your address book.

TASK 4 CONTINUED ...

...TASK 4 CONTINUED

- i) Mark the message **high priority**.
- j) Before sending this email take a screen print of the message showing all recipients, priority and evidence of the two attached files.
- k) Ensure that all the evidence is clearly shown on the screen print.
- l) You may print this document now or save it for printing later.
- m) Ensure that a copy of the sent message will be saved.
- n) Send the message.
- o) Print a copy of the sent email.

Assessment
Objectives

		TASK 5
1h	1	<p>You need to print a copy of the contents of the mailbox folder workshop. A screen print may be used to provide this evidence. You may add this to your existing screen print document.</p> <ul style="list-style-type: none">a) Print the contents of the folder workshop.b) Ensure the contents of the folder are clearly shown.c) Ensure your name and centre number are clearly displayed on the printout.d) Ensure you have printed all the screen print(s) taken during the assessment.e) Save and close any open documents.f) Close any open software and exit the system securely.