

**OXFORD CAMBRIDGE AND RSA EXAMINATIONS
LEVEL 1 CERTIFICATE/DIPLOMA FOR IT USERS (NEW CLAiT)**

05538

SAMPLE ASSIGNMENTS (SET A)

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:	File Management and e-Document Production	1/SAMPLE/A	(QCA Accreditation Number – T/102/9585)
Unit 2:	Creating Spreadsheets and Graphs	2/SAMPLE/A	(QCA Accreditation Number – A/102/9586)
Unit 3:	Database Manipulation	3/SAMPLE/A	(QCA Accreditation Number – F/102/9587)
Unit 4:	e-Publication Creation	4/SAMPLE/A	(QCA Accreditation Number – J/102/9588)
Unit 5:	Create an e-Presentation	5/SAMPLE/A	(QCA Accreditation Number – L/102/9589)
Unit 6:	e-Image Creation	6/SAMPLE/A	(QCA Accreditation Number – F/102/9590)
Unit 7:	Web Page Creation	7/SAMPLE/A	(QCA Accreditation Number – J/102/9591)
Unit 8:	Online Communication	8/SAMPLE/A	(QCA Accreditation Number – L/102/9592)

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

QCA Accreditation Numbers
Certificate – 100/4945/9
Diploma - 100/4946/0

LEVEL 1 CERTIFICATE/DIPLOMA FOR IT USERS (NEW CLAI^T)

Unit 1: File Management and e-Document Production

1/SAMPLE/A

Important Notes for Tutors (Page 1 of 2)

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The supplied folder containing the sub-folder and files should be provided to the candidates on a **secure** area of the file system (eg network, local or floppy).

Candidates must be provided with the folder called **unit1** containing the files and folders which have been supplied by OCR on disk.

The folder called **unit1** contains:

- 2 text files called **queen** and **about** supplied in .txt format
- one file called **victime** in .doc format (This file is saved in Microsoft Word 2000 format)
- a sub-folder called **files** containing:
 - a text file called **temp** supplied in .txt format
 - an image called **train** supplied in .jpg format

Tutors may resave the Word file **victime** in their centre's version of Word Processing software in advance of the assessment. No other files or file types must be amended.

If centres do not use Word, they may use the text file called **victime** provided in .txt format; this file can be found in the folder called **otherfile**. Tutors may resave the text file in the version of Word Processing software to be used by the candidates in advance of the assessment. The file must be saved into the folder called **unit1** and the provided Word file **victime** must be deleted.

Folder structure:



Important Notes for Tutors (Page 2 of 2)

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Passwords: Candidates must demonstrate that they can use a password. This may be when they log on to a computer system. However, if the system does not require a password to log on, tutors should password-protect a file or a drive in order to assess the candidate's ability to use a password. If a file or drive is password-protected, candidates must be given the password and told the task number and step number at which the password will be required, at the start of the assessment.

Tutors must ensure that their systems will allow English 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 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 2½ 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 for Unit 1 in the Tutors Handbook in order to assess the candidate(s) work.

LEVEL 1 CERTIFICATE/DIPLOMA FOR IT USERS (NEW CLAIIT)

Unit 1: File Management and e-Document Production

1/SAMPLE/A

Scenario

You are working as an Administrative Assistant for the Progress History Society. You have been asked to assist your line manager in producing an information sheet relating to the Victorian Era.

Assessment Objectives

TASK 1	
1a	1 During this assessment you will need a login and/or password to gain access to data. Your tutor will tell you the password and/or login and when it will be needed.
2a 2b	2 You need to organise your files and folders. a) Rename the folder unit1 to be your name (first and last name) . b) In this folder create a new sub-folder called victorian .
2e	3 Copy the text file provided called queen to the folder victorian .
2d	4 Move the text file provided called temp from the folder files into the folder victorian .
2c	5 Delete the folder files and its contents.
1b 1d 1e 3g	6 a) Take a screen print as evidence of the folder called your name (first and last name) and the contents of this folder. b) Take a screen print of the sub-folder called victorian and the contents of this folder. c) In the footer of the page(s) displaying the screen prints, enter your name and today's date d) Save the screen print(s) within your filing structure. The file(s) do not need to be displayed in the folder structure on the screen print. e) Print the file(s) containing the screen prints. Make sure that all the contents of the folder and the sub-folder are clearly visible on the print(s).
	7 Close any open files.

Assessment
Objectives

TASK 2

- | | | |
|----|---|---|
| 1b | 1 | Create a new word processing document. |
| 3a | 2 | Set the page orientation to portrait . |
| 3b | 3 | Set the top, left and right page margins to 2.3 cm |
| 4a | 4 | Set the font to an Arial font type. |
| 4b | 5 | Set the font size to 12 |
| 3c | 6 | a) Enter the following text in single linespacing . |
| 3d | | b) Make sure that the text is fully justified . |
| 4h | | |
| | | |
| | | Women in the Victorian Era |
| | | The Victorian Era spanned 64 years and as the century closed, attitudes were gradually changing. However, in this era, it was considered that women were expected to stay at home. |
| | | Naturally, there were women of independent original thought, but for the huge majority, life was easier if they accepted that a woman's place was in the home. |
| | | It was generally thought that the career for women was marriage. To prepare for courtship and marriage, a girl was groomed like a racehorse. |
| | | All Victorian women, whether married or single, were expected to be weak and helpless: a fragile delicate flower incapable of making decisions beyond selecting the menu! |
| 3g | 7 | a) Check the file for any errors and carry out a spell check. |
| | | b) In the header, enter your name and your centre number . |
| | | c) In the footer, insert an automatic date and an automatic filename . |
| 1d | 8 | a) Save the file using the filename era in the sub-folder called victorian . |
| | | b) Close the file. |

Assessment
Objectives

TASK 3

- 1c 1 Open your saved file called **era**.
- 3d 2 A table needs to be inserted at the end of the document.
3e
3f
4d
- a) Insert a paragraph break and a clear linespace at the end of the final paragraph immediately after the text ending:
- ...selecting the menu!**
- b) Create a table with 2 columns and 5 rows.
- c) Enter the data below in the table:
- | Year | Toy |
|-------------|-------------------------------|
| 1887 | The first talking doll |
| 1888 | Mah Jongg |
| 1896 | Parcheesi (Ludo) |
| 1901 | Battery-powered train |
- d) Make sure all borders will be displayed for the table on the printout as shown above.
- e) Make sure all data in the table is fully displayed.
- 4c 3 Format the heading **Year** to be bold.
- 3c 4 a) Centre only the heading **Toy**.
b) The remaining text and numbers must be left-aligned.
- 1d 5 Save your file keeping the filename **era**.
- 1e 6 Print one copy of the file **era**.
- 7 Close the file called **era**.

Assessment
Objectives

TASK 4

You will need to make the amendments below in a file that has been provided for you.

- 1c
1d
- 1 a) Open the file provided called **victim** that is in your folder called **your name (first and last name)**.
- b) Save the file using the new filename **vicinfo** in your folder called **victorian**.
- 4e
- 2 Go to the paragraph that starts **In 1825 ...**
- Insert the following text as a new sentence after **...race meetings**.
- The Locomotion was guided by Stephenson along the Stockton to Darlington railway in just under 2 hours.**
- 4g
- 3 Go to the paragraph that starts **In this age ...**
- Delete the text:
- as there was no plastic**
- 4f
- 4 In the paragraph that starts **In this age ...**
- Move only the text (not the clear linespace after it)
- Many parents would read aloud to their children to keep them entertained.**
- to follow the sentence ending **...entertainment was reading**.
- 3h
3i
4h
- 5 a) Apply a bullet character to the following three lines of text:
- Noah's Ark**
Dolls Houses
Rocking Horses.
- b) Apply **double linespacing** to the bulleted text only
- c) Indent the text:
- The most popular toys were:**
- from the left margin.
- 4i
- 6 Replace the word **coastal** with the word **seaside** wherever it occurs (three times in all).

Assessment
Objectives

- | | | |
|----------|----|--|
| 3g | 7 | a) In the footer enter:

your name
your centre number
an automatic date
an automatic filename . |
| 3d | 8 | Check your text for accuracy. |
| 3d
3j | 9 | a) Using the software facilities, carry out a word count in the file.

b) Enter the number of words on your printout at least two lines below the bulleted list. You may use any alignment for this. |
| 1d | 10 | Save the file keeping the filename vicinfo . |
| 1e | 11 | Print one copy of the file vicinfo . |
| | 12 | Close all files and folders.

Make sure you check your printouts for accuracy.

You should have the following printouts:

your screen print(s)
era
vicinfo |

LEVEL 1 CERTIFICATE/DIPLOMA FOR IT USERS (NEW CLAI^T)

Unit 2: Creating Spreadsheets and Graphs

2/SAMPLE/A

Important Notes for Tutors

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Candidates must be provided with the datafile **forecast** supplied by OCR on disk in .xls and .csv format.

Tutors or candidates must not key in the data, as each error introduced in the datafile will be penalised.

Tutors must check that all the data in the datafile has been imported correctly as shown below:

Software Sales Forecast						
Program	Jul	Aug	Sep	Oct	Nov	Dec
Word Processor	140	145	152	160	180	220
Virus Killer	92	100	110	115	155	186
Spreadsheet	68	75	79	72	81	95
Database	48	51	54	56	60	65
Firewall	71	82	90	100	125	150

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LEVEL 1 CERTIFICATE/DIPLOMA FOR IT USERS (NEW CLAIIT)

Unit 2: Creating Spreadsheets and Graphs

2/SAMPLE/A

Scenario

You are working in the sales department of a firm of software producers. You are required to produce a spreadsheet and a graph to analyse sales of their products.

Assessment

Objectives

TASK 1

- 5b 1 a) Create a new spreadsheet.
 b) Set the page orientation to **landscape**.
- 1a 2 Enter the following data, leaving the **Total** and **Sales** columns blank as shown.

Software Targets								
Program	Jan	Feb	Mar	Apr	May	June	Total	Sales
Presentation	54	60	65	72	68	61		
Database	36	42	45	46	50	47		
Photo Editor	30	45	58	60	90	108		
Firewall	24	36	40	48	56	60		
Virus Checker	48	57	61	80	84	88		
Word Processor	108	114	122	120	110	131		

- 5c 3 In the header enter:

 your name
 your centre number
 an automatic date.
- 5a 4 Save the spreadsheet using the filename **software**

 Your Manager wants you to make some calculations.
- 2a 5 a) In the **Total** column, use the SUM function to calculate the **Total**
2b b) Replicate this formula to show the **Total** for all other Programs.

Assessment

TASK 1 CONTINUED ...

Objectives

... TASK 1 CONTINUED

1a
1b

- 6 a) Insert a new column with the label **Price** between Total and Sales.
- b) Enter data into the **Price** column as follows:

Program	Price
Presentation	54.95
Database	50
Photo Editor	66
Firewall	25.5
Virus Checker	32
Word Processor	52

Your Manager has asked you to calculate the Sales figures.

2a
2b

- 7 a) Insert a formula to calculate the **Sales** for the **Presentation** by multiplying the **Total** by the **Price** then multiplying this figure by **1.05**
- b) Replicate this formula to show the **Sales** for all other Programs.

5a

- 8 Save the spreadsheet keeping the filename **software**.

5d

- 9 a) Make sure all data is displayed in full.
- b) Print one copy of the spreadsheet **on one page** in **landscape** orientation, showing the figures, not the formulae.

Assessment
Objectives

TASK 2

Your Manager has asked you to make some changes to the spreadsheet file called **software**.

- 1c 1 A camera manufacturer is impressed with the **Photo Editor** and has bought the rights to the program.
- a) Delete this row.
 - b) Make sure blank cells do not remain.
- 4a 2 Apply the following alignments:
- a) Centre the column label **Program**
 - b) **All** other text in the first column should be displayed as left-aligned
 - c) Display all numeric data as right-aligned.
- 4b 3 Format the numbers as follows:
- a) Display the figures in the **Price** column with a **currency symbol** and to **2** decimal places
 - b) Display the figures in the **Sales** column with a **currency symbol** and in **integer** format (zero decimal places)
 - c) Display the figures in the other columns in **integer** format (zero decimal places).
- 4c 4 Add a single outside border around all the column labels starting with **Program** and ending with **Sales**.
- 5a 5 Save the spreadsheet using the new filename **sales**

Assessment
Objectives

TASK 3

- | | | |
|----------------------------------|---|---|
| 1d
2c | 1 | Make the following changes to the spreadsheet file called sales .

a) The Virus Checker must be renamed Virus Killer

b) The Mar figure for Firewall must be changed to 42

a) The Price of the Word Processor must be changed to 49.00 (the currency symbol must remain displayed).

d) Make sure that the Sales figures have been updated as a result of these changes. |
| 1a
2a
4b
5a
5b
5d | 2 | a) In the Program column, in the row below the Word Processor, enter the label Overall Sales

b) In the Overall Sales row, at the bottom of the Sales column, use the SUM function to calculate the total of the Sales.

c) Make sure this Overall Sales figure is displayed with a currency symbol and zero decimal places.

d) Save the spreadsheet keeping the filename sales .

e) Make sure gridlines will be displayed on the printout

f) Print one copy of the spreadsheet on one page in landscape orientation showing the figures , not the formulae. |
| 5a
5b
5e | 3 | a) Display the formulae. Make sure the formulae are displayed in full.

b) Make sure the page orientation is landscape and the spreadsheet fits on one page.

c) Make sure that gridlines and row and column headings (1, 2, 3 and A, B, C...) will be displayed when printed.

d) Save the spreadsheet formulae using the filename sform

e) Print the entire spreadsheet on one page in landscape orientation showing the formulae .

f) Make sure all formulae are displayed in full and are readable on your printout.

g) Close the file sform . |
| 5a | 4 | Close all open files. |

Assessment
Objectives

TASK 4

Your Manager has asked you to produce a graph to show the sales expected over the next few months.

- 3a
3b
4d
4e
4f
4g
4h
- 1 Using suitable software for creating graphs, open the datafile **forecast** which contains data on the forecast sales for the next six months.
- 2 a) Create a comparative line graph showing the program sales forecast of **Word Processor** and **Virus Killer** from **Jul** to **Nov** inclusive.
- b) Display the months along the x-axis.
- c) Give the graph the heading **Program Sales Forecast**
- d) Give the x-axis the title **Month**
- e) Give the y-axis the title **Forecast Sales**
- f) Use a legend to identify each line. Make sure that the lines and/or data points are distinctive and can be clearly identified when printed.
- g) Display the values (numbers) for each data point on both lines.
- h) Make sure that the chart is created on a full page on a sheet that is separate from the source data.
- i) Set the y-axis range from **80** to **200**
- 5c 3 In the header enter:
- your name**
your centre number
an **automatic date**.
- 5a 4 Save the file using the filename **swgraph**
- 5f 5 Print one copy of the line graph.
- 5a 6 Close the file and exit the software securely.
- 7 Make sure you check your printouts for accuracy.
- You should have four printouts in the following order:
- software**
sales
sform
swgraph.

LEVEL 1 CERTIFICATE/DIPLOMA FOR IT USERS (NEW CLAIT)

Unit 3: Database Manipulation

3/SAMPLE/A

Important Note for Tutors (Page 1 of 3)

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Candidates will need the datafile **HSCS** supplied by OCR on disk.

This datafile is supplied in .xls and .csv format and may be imported and resaved by the tutor in the file format of the software the candidates are to use, in advance of the assessment. Instructions for importing the .csv and .xls file into Microsoft Access are provided on page 3 as a guide for tutors.

Tutors or candidates must not key in the data, as each error introduced in the datafile will be penalised. Candidates will be penalised if search/sort results are incorrect as a result of errors introduced into the datafile.

After importing the datafile, tutors must ensure that the field types are set as below:

FIELD HEADING	DATA TYPE
APPOINTED	UK date format (day, month, year)
START	Number, 2 decimal places (fixed format)
MINS	Number, 0 decimal places

Tutors must check that all the data in the datafile has been imported and formatted correctly as shown below:

CLIENT	ADDRESS	CATEGORY	TEAM LEADER	APPOINTED	START	MINS
BATEMANS	135 VICTORIA WAY	INDUSTRIAL	RABIA ISMAIL	28/06/1995	9.30	120
WESTERN SAVINGS BANK	38-42 MANXCOURT	FINANCIAL	NADEEN NATASHIA	01/12/2004	8.00	90
EXCHANGE GAZETTE	1 GWAVAS ST	OFFICE	LES TURNER	04/04/2004	6.15	90
EXCHANGE GAZETTE	UNIT 17 BARNABAS COURT	INDUSTRIAL	GINNIE HALL	31/12/2001	19.00	120
HULLWEBS UK	175 ROKEBY HILL	OFFICE	ARTHUR CRAVEN	16/02/2002	6.30	45
FINKLE STREET CASTINGS	UNIT 4 BARNABAS COURT	INDUSTRIAL	GINNIE HALL	14/11/2001	17.15	90
APEX CARTRIDGE	CITADEL ISLAND	INDUSTRIAL	GINNIE HALL	02/02/2002	21.30	180
PAYLESS	WYKELAND RETAIL PARK	RETAIL	NADEEN NATASHIA	01/12/2004	5.15	180
FINDLAYS	WYKELAND RETAIL PARK	RETAIL	RABIA ISMAIL	28/06/1995	12.00	120
WOODMANSY TRADING	UNIT 11 FIGHAM LANE	RETAIL	REEVA TOURABET	21/07/2000	21.00	120
DR MOWTHORPE	29 THE GREENWAY	RESIDENTIAL	LES TURNER	18/05/2004	10.00	80
CAPTAIN TURNER	MILE END VILLA QUEENS ST	RESIDENTIAL	LES TURNER	18/05/2004	8.30	45
THE GIFT BOX	WYKELAND RETAIL PARK	RETAIL	RABIA ISMAIL	11/06/1995	8.00	75
VISIONS	18 PARKLAND PRECINCT	OFFICE	ARTHUR CRAVEN	16/02/2002	8.30	60
FRAMERS GALLERY	275 MARAZION HIGHWAY	RETAIL	YANIK SANIGAR	11/06/1998	16.45	50

Tutors must ensure that all columns are wide enough to display all data in full.

Important Note for Tutors (Page 2 of 3)

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LEVEL 1 CERTIFICATE/DIPLOMA FOR IT USERS (NEW CLAI T)

Unit 3: Database Manipulation

3/SAMPLE/A

Important Note for Tutors (Page 3 of 3)

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A GUIDE TO IMPORTING THE FILE PROVIDED INTO MICROSOFT ACCESS

To import the csv file into Microsoft Access:

1. Open Microsoft Access → select **Blank Access Database** → OK
2. Select the Drive/Folder in which the database is to be saved
3. Enter a name for the Database → Create
4. File menu → Get External Data → follow arrow to sub-menu → Import → Choose the drive and folder where the .csv file is located
5. Click the drop down arrow to the right of the **Files of type** → scroll down → select **Text Files** → click on the .csv file to be imported → click Import
6. In step 1 of Import Text Wizard box → ensure the **Delimited** option is selected → click Next
7. In step 2 of Import Text Wizard box → ensure the **Comma** option is selected → click in the check box for **First Row Contains Field Names** → Click on the drop down arrow to the right of the Text Qualifier box → select the " (double speech marks) → Next
8. In step 3 of Import Text Wizard box → ensure the **In a New Table** option → Next
9. In step 4 of Import Text Wizard box → Next (do not make any changes here)
10. In step 5 of Import Text Wizard box → choose No Primary Key → Next
11. In step 6 of Import Text Wizard box → Finish (the name of the csv file will be displayed in the Import to Table box)
12. In step 7 of Import Text Wizard box → you should get a message "Finished importing file" → OK

To import the xls file into Microsoft Access:

1. Open Microsoft Access → select **Blank Access Database** → OK
2. Select the Drive/Folder in which the database is to be saved
3. Enter a name for the Database → Create
4. File menu → Get External Data → follow arrow to sub-menu → Import → Choose the drive and folder where the .xls file is located
5. Click the drop down arrow to the right of the **Files of type** → scroll down → select **Microsoft Excel** → click on the .xls file to be imported → click Import
6. In the Import Spreadsheet Wizard box → ensure the **First Row Contains Column Headings** option is ticked → Next
7. In step 3 of Import Text Wizard box → ensure the **In a New Table** option is ticked → Next
8. In step 4 of Import Text Wizard box → Next (do not make any changes here)
9. In step 5 of Import Text Wizard box → choose **No Primary Key** → Next In step 6 of Import Text Wizard box → Finish (the name of the csv file will be displayed in the Import to Table box)
10. In step 6 of Import Text Wizard box → Finish (the name of the xls file will be displayed in the Import to Table box)
11. In step 7 of Import Text Wizard box → you should get a message "Finished importing file" → OK

DISCLAIMER: Please note these instructions have been provided as a guide only for tutors. Differences in the import process may be caused by the software version or the installation method of the software in a centre.

LEVEL 1 CERTIFICATE FOR IT USERS (NEW CLAI)

Unit 3: Database Manipulation

3/SAMPLE/A

Scenario

You are the Office Manager of Hansh Sokol Cleaning Services. One of your duties includes maintaining a database for your senior staff.

Assessment

Objectives

TASK 1

1a 1 Open the database provided.

The database table consists of the following fields:

FIELD HEADING	DESCRIPTION OF DATA
CLIENT	The name of the premises to be cleaned
ADDRESS	Location of the premises to be cleaned
CATEGORY	A field identifying the type of premises
TEAM LEADER	The senior member of the cleaning team
APPOINTED	The date the Team Leader was allocated each job
START	The earliest time cleaning teams will be allowed on site, using the 24 hour clock
MINS	The number of minutes allocated to the cleaning team for completion of each job

1g 2 a) Set the page orientation to **landscape**.
 b) Print all the records in table format, making sure all data and field headings are fully visible.
 c) Close the table.

1a 3 a) Rename the database table **HSCS** to add your name to the
 1f table name. For example: **HSCS FOZIA ROKED**
 b) Open the database table **HSCS (YOUR NAME)**.
 c) You must use this database table for all the tasks below.

1c 4 **APEX CARTRIDGE** has gone into liquidation. Delete this record from your database table.

TASK 1 CONTINUED ...

Assessment Objectives

... **TASK 1 CONTINUED**

1e 5 Using codes for the **CATEGORY** field would be more efficient.
Find the existing entries and replace them with the three letter codes below:

FINANCIAL	FIN
INDUSTRIAL	IND
OFFICE	OFF
RESIDENTIAL	RES
RETAIL	RET

Four records have been omitted from the database.

1b 6 Create records for the following four clients:

CLIENT	ADDRESS	CATEGORY	TEAM LEADER	APPOINTED	START	MINS
TALLOW HEALTH CENTRE	45 THE GREENWAY	OFF	REEVA TOURABET	13/09/2002	23:15	150
THE LANES	SPRING GARDENS	FIN	REEVA TOURABET	13/09/2002	19:45	60
CORNELIUS CARPETS	WYKELAND RETAIL PARK	RET	RABIA ISMAIL	28/06/1995	6.00	120
ST TRISTAN HEALTH CENTRE	27 FIGHAM ROAD	OFF	REEVA TOURABET	21/07/2000	18:45	45

Check the new records to make sure you have entered all the data accurately.

Make sure all data is fully displayed.

Some changes need to be made to your database.

1d 7 Make the following amendments:

- Change the name of the CLIENT **CAPTAIN TURNER** to **CAPTAIN TURNBULL**
- For the CLIENT **VISIONS** change the CATEGORY code to **RET** and the START to **7.30**

1f 8 Save the database table keeping the name **HSCS (YOUR NAME)**.

1g 9

- Set the page orientation to **landscape**.
- Print all data in table format, making sure that all data and field headings are displayed in full.
- Make sure fields are wide enough to display all data in full on the printout.

Assessment
Objectives

TASK 2

Meetings between the client and the Team Leader are arranged on a rotating basis.

1f
1g
2a
2c
2d

- 1 Set up the following database query:
- a) Select all Team Leaders with **APPOINTED** dates after **31/12/2001**
 - b) Sort the data in descending order of **APPOINTED**
 - c) Display only the **CLIENT, TEAM LEADER** and **APPOINTED** fields
 - d) Save the query as **LIFO (YOUR NAME)**
For example: **LIFO FOZIA ROKED**
 - e) Print the results of the query in table format.

The Manager wants some information about shorter jobs.

1f
1g
2a
2c
2d

- 2 Set up the following database query:
- a) Select all premises with a **MINS** duration of **60 or less**
 - b) Sort the data in ascending order of **CLIENT**
 - c) Display only the **CLIENT, ADDRESS, CATEGORY, TEAM LEADER** and **START** fields
 - d) Save the query as **60MAX (YOUR NAME)**
For example: **60MAX FOZIA ROKED**
 - e) Print the results of the query in table format.

Assessment
Objectives

TASK 3

Work needs to be allocated to a new member of staff who has been appointed to work mornings in the retail category.

1f
1g
2b
2c
2d

- 1 Set up the following database query:
 - a) Select all **START** times **before 12.00** with a **CATEGORY** code of **RET**
 - b) Sort the data in ascending order of **MINS**
 - c) Display only the **CLIENT, TEAM LEADER, START** and **MINS** fields
 - d) Save the query as **AMRET (YOUR NAME)**
For example: **AMRET FOZIA ROKED**
 - e) Print the results of the query in table format.

TASK 4

1f
1g
3a
3b
3c
3d

- 1 Using the query saved in Task 3:
 - a) Create a tabular report in **landscape** orientation.
 - b) Title the report **AMREPORT (YOUR NAME)**
For example: **AMREPORT FOZIA ROKED**
 - c) Save the report as **AMREPORT (YOUR NAME)**
For example: **AMREPORT FOZIA ROKED**
 - d) Print the report on **one page** in **landscape** orientation
- 2 Exit the software with all updated data saved.
- 3 Make sure you check your printouts for accuracy.

You should have six printouts in the following order:

HSCS
HSCS (YOUR NAME)
LIFO (YOUR NAME)
60MAX (YOUR NAME)
AMRET (YOUR NAME)
AMREPORT (YOUR NAME).

LEVEL 1 CERTIFICATE/DIPLOMA FOR IT USERS (NEW CLAIT)

Unit 4: e-Publication Creation

4/SAMPLE/A

Important Notes for Tutors

Confidential. Not for viewing by candidates

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

- a text file **read** in .txt format
- an image file **check** in .gif format.

No other text files/images may be substituted. Tutors must not change the file types.

Candidates are not required to produce prints in colour.

Tutors must ensure that their systems will allow English 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 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 2½ 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 for Unit 4 in the Tutors Handbook in order to assess the candidate(s) work.

LEVEL 1 CERTIFICATE/DIPLOMA FOR IT USERS (NEW CLAIT)

Unit 4: e-Publication Creation

4/SAMPLE/A

Scenario

You are working in the printing department of a publishing company. You have been asked to produce an article for circulation to staff.

Assessment Objectives

TASK 1													
	Before you begin this task make sure you have the text file read and the image check												
	1 Create a new single-page publication.												
1a 1b 1c	2 a) Set up the master page or template for the page as follows: <table style="margin-left: 40px; border: none;"> <tr> <td>page size</td> <td>A4</td> </tr> <tr> <td>page orientation</td> <td>portrait / tall</td> </tr> <tr> <td>left margin</td> <td>3 cm</td> </tr> <tr> <td>right margin</td> <td>3 cm</td> </tr> <tr> <td>top margin</td> <td>2 cm</td> </tr> <tr> <td>bottom margin</td> <td>2 cm</td> </tr> </table>	page size	A4	page orientation	portrait / tall	left margin	3 cm	right margin	3 cm	top margin	2 cm	bottom margin	2 cm
page size	A4												
page orientation	portrait / tall												
left margin	3 cm												
right margin	3 cm												
top margin	2 cm												
bottom margin	2 cm												
	b) In the bottom margin area key in your name												
1c 1d	3 Set up the page layout in a newsletter format, to include a page wide heading above two columns of text. <table style="margin-left: 40px; border: none;"> <tr> <td>column widths</td> <td>equal</td> </tr> <tr> <td>space between columns</td> <td>1 cm</td> </tr> </table>	column widths	equal	space between columns	1 cm								
column widths	equal												
space between columns	1 cm												
1e 2d 3c	4 a) Enter the heading PROOFREADING at the top of the page. b) Format the heading in a sans serif font (eg Arial). c) Make sure the heading text extends across both columns and fills the space across the top of the page. You may increase the character spacing (kerning) and / or font size to achieve this. d) Make sure there is no more than 1 cm of white space to the left or right between the heading and the margins.												
4a	5 Save the publication with the filename proof1												

Assessment
Objectives

TASK 2

Continue working on the publication **proof1**.

- | | | | |
|----------|---|----|---|
| 2a
2d | 1 | a) | Import the text file read |
| | | b) | The text should begin at the top of the left-hand column below the heading. It should fill the first column then flow under the heading into the second column. |
| | | c) | Make sure all the text has been imported and is visible on the page. |
| 3d | 2 | a) | Spell check the text and correct the three spelling errors. |
| | | b) | Do not make any other amendments to the text file. |
| 2b
2c | 3 | a) | Import the image check . |
| | | b) | Place it below the text in the second column. |
| | | c) | Make sure the image does not overlap any text or extend into the margin or column space. |
| | | d) | Make sure the image is in proportion. |
| 1e
3a | 4 | a) | Format all the imported body text to be left-aligned . |
| | | b) | Format the imported body text in a serif font (eg Times New Roman). |
| 1c | 5 | a) | Make sure your publication fits onto one page. |
| | | b) | Check your publication to make sure you have carried out all instructions correctly. |
| 4a | 6 | | Save your publication keeping the filename proof1 . |
| 4b | 7 | | Print a composite copy of the publication on one page. |
| | 8 | | Check your printout for accuracy and write the filename proof1 on the printout. |

Assessment Objectives

TASK 3

You have been asked to make some changes to your publication called **proof1**.

- | | | |
|----|---|---|
| 3e | 1 | a) Flip the check image horizontally . |
| | | b) Make sure you keep the original proportions of the image. |
| | | c) Move the image to the top of the first column under the heading. |
| | | d) Make sure that the image does not overlap any text or extend into the margin or column space. |
| 3b | 2 | Change the subheading Checking Your Own Work to be:

Checking Your Work |
| 2e | 3 | a) Draw a line above the heading to separate the margin area from the text.

The line must extend from the left margin to the right margin. |
| | | b) Draw a second line below the body text to separate the margin area from the text.

The line must extend from the left margin to the right margin. |
| | | c) Make sure the lines do not touch or overlap any text. |
| | | d) The lines must not extend into any of the margin areas. |
| 4a | 4 | Save your publication using the new filename proof2 |

Assessment Objectives

TASK 4

Continue working on the publication **proof2**.

- | | | |
|----------------|---|--|
| 3a | 1 | Change the body text to be fully justified . |
| 1e
1f
3a | 2 | a) Increase the size of the subheadings:

Proofreading Hints and Checking Your Work

so that both subheadings are the same size, and are larger than the body text, but smaller than the heading.

b) Format the subheadings in a sans serif style that is different to the heading (eg <i>Comic Sans</i>).

c) Format the sub-headings to be left-aligned . |
| 3a | 3 | a) Format the body text so that each paragraph has a first line indent .

b) Make sure that you do not insert a clear linespace between paragraphs.

c) Make sure that the subheadings are not indented. |
| 3c | 4 | a) Change the size of the body text so that both columns are balanced at the bottom of the page.

b) Make sure that the heading, subheadings and body text are still different sizes.

c) Make sure all the original text is still displayed on the page.

d) Make sure your publication fits onto one page. |
| | 5 | Check your publication to make sure you have carried out all instructions correctly. |
| 4a | 6 | Save your publication keeping the filename proof2 . |
| 4b | 7 | Print a composite copy of the publication on one page. |
| 4b | 8 | Close the publication and exit the software securely. |
| | 9 | Check your printout for accuracy and write the filename proof2 on the printout.

You should have two printouts: proof1 and proof2 |

LEVEL 1 CERTIFICATE/DIPLOMA FOR IT USERS (NEW CLAIT)

Unit 5: Create an e-Presentation

5/SAMPLE/A

Important Notes for Tutors

Confidential. Not for viewing by candidates

Candidates will need the image file **ski** supplied by OCR on disk in .gif format.

No other image may be substituted.

Candidates are not required to produce prints in colour.

Tutors must ensure that their systems will allow English 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 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 2½ 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 for Unit 5 in the Tutors Handbook in order to assess the candidate(s) work.

LEVEL 1 CERTIFICATE/DIPLOMA FOR IT USERS (NEW CLAIT)

Unit 5: Create an e- Presentation

5/SAMPLE/A

Scenario

You are working as an Administrator for Progress Rescue, an emergency and rescue service which also offers training courses. You have been asked to produce a slide show presentation showing details of the facilities and courses available at the centre.

Assessment Objectives

- 1a
- 1b
- 1c
- 2e
- 2f
- 2g
- 2h
- 4d
- 4e

TASK 1

Your Team Leader has asked you to produce a short presentation of three slides.

- 1 Set up a master slide as follows. This master slide layout must be used for all slides.
- a) Set the slide orientation to **landscape**.
 - b) Use a placeholder (text frame) for the title towards the top of the slide
 - c) Use a placeholder (frame) for the main slide content.
 - d) Set up the text styles as follows:

style	emphasis	size	feature	alignment
title	bold only	large	dark border	centre
1 st level bullet	none	medium	any bullet character	left
2 nd level bullet	italic only	small	any bullet character	left and indented from 1 st level bullet

- e) Make sure there is at least one character space between the bullets and the text.

TASK 1 CONTINUED...

Assessment
Objectives

...TASK 1 CONTINUED

f) In the footer enter:

your **name**
your **centre number**
an **automatic date**
the **time**.

g) Format the background to be **white**.

h) Display the slide number on the bottom right of the slide.

4a

2 a) Save the presentation using the filename **rescue**

b) You must use the same slide layout for all the slides.

Assessment Objectives

TASK 2

2a
2c
3a

- 1 a) Create slide 1 and enter the title below. The title may be displayed on two lines.
- EMERGENCY AND RESCUE TRAINING**
- b) Insert the image **ski** below the title placeholder. You may resize this image.
- c) Make sure you maintain the original proportions of the image.
- d) Make sure the image does not touch or overlap any text.
- e) Make sure only the image is displayed between the title and the footer.

2a
2c

- 2 a) Create slide 2 and enter the title:
- FIRST CLASS FACILITIES**
- b) Enter the following text in the main placeholder (frame), with the styles shown:
- | | |
|----------------------------------|------------------------------|
| Excellent lecture rooms | 1 st level bullet |
| Experienced staff | 2 nd level bullet |
| Variety of terrain | 1 st level bullet |
| Mountain rescue equipment | 1 st level bullet |

2a
2c

- 3 a) Create slide 3 and enter the title
- TRAINING OFFERED**
- b) Enter the following text in the main placeholder (frame), with the styles shown:
- | | |
|------------------------------|------------------------------|
| Emergency action | 1 st level bullet |
| Mountain issues | 1 st level bullet |
| Advanced practical | 1 st level bullet |
| Development of skills | 2 nd level bullet |
| Related illnesses | 1 st level bullet |

2d

- 4 Use the spell check facility to check the accuracy of the text.

4a

- 5 Save the slide show keeping the filename **rescue**.

4f

- 6 Print out each of the 3 slides, one per page, in **landscape** orientation.


Assessment Objectives

TASK 3

Your Team Leader has requested a few changes to the presentation.

- | | | |
|----------|---|---|
| 2k | 1 | On slide 3 titled TRAINING OFFERED demote the line Related illnesses to become a second level bullet. |
| 2j | 2 | a) Replace the word TRAINING with the word COURSES wherever it appears in the presentation (twice).
b) Make sure you match the use of case. |
| 2a
2c | 3 | Create slide 4 and enter the title:

RESCUE CENTRE |
| 3b
3c | 4 | a) In the main placeholder, create an arrow pointing to the right as shown below:



b) Fill this arrow with a dark colour.
c) Make sure the arrow does not touch or overlap any text.
d) Make sure only the arrow is displayed between the title and footer. |
| 4b | 5 | Save the presentation using the new filename emerg |
| 4g | 6 | Print slides 2, 3 and 4 as handouts with 3 slides on one page. |

Assessment
Objectives

TASK 4

- 2b 1 In your presentation called **emerg** change the order of the slides so that slide 2 becomes slide 3.
- 2i 2 On slide 3, titled FIRST CLASS FACILITIES delete the text **FIRST CLASS**
- 4b 3 Save the amended presentation as **courses**
- 4e 4 Enter **your name** as a header or footer for this print.
- 4h 5 Print the presentation in **outline view** to display the text on all four slides.
- 4c 6 Close the presentation and exit the software securely.
- 7 Make sure you check your printouts for accuracy.

An outline view printout will be needed.

You should have the following printouts:

- 3 individual slides**
- a handout print showing slides 2, 3 and 4**
- an outline view print showing slides 1, 2, 3 and 4.**

LEVEL 1 CERTIFICATE/DIPLOMA FOR IT USERS (NEW CLAIT)

Unit 6: e-Image Creation

6/SAMPLE/A

Important Notes for Tutors (Page 1 of 2)

Confidential. Not for viewing by candidates

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

- **house** supplied in .jpg format
- **hammer** supplied in .gif format
- **sign** supplied in .gif format
- **soldsign** supplied in .gif format
- **sea** supplied in .jpg format.

No other images may be substituted. Tutors must not change the file types.

Candidates **must** print in colour where specified. If a colour printer is not available in a particular session, candidates may save their work and print in colour in another location after the assessment. It is not acceptable for tutors or others to print for the candidate(s).

Candidates will also need access to a black and white **picture of a house taken using a digital camera**.

Candidates are not required to have taken the picture themselves using a digital camera. Tutors may provide candidates with suitable pictures, tutors may provide a folder containing the pictures, or pictures on a digital memory card. However, digital pictures must not be downloaded from the Internet as this does not fulfil the objective. If appropriate to the assignment instructions tutors may convert pictures to greyscale or colour in advance of the assessment.

Tutors must ensure that their systems will allow English 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 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 2½ 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.

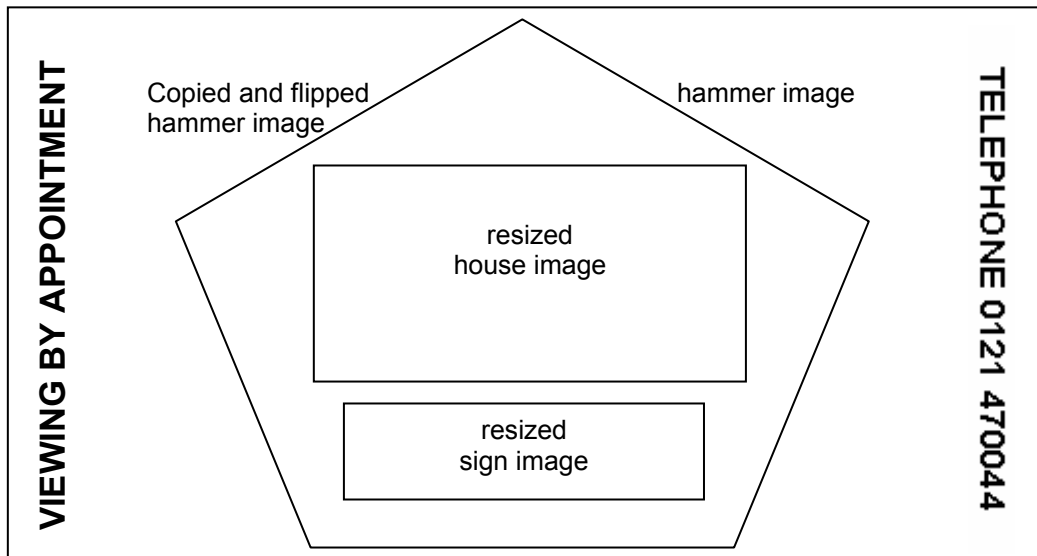
Important Notes for Tutors (Page 2 of 2)

Confidential. Not for viewing by candidates

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 for Unit 6 in the Tutors Handbook in order to assess the candidate(s) work.

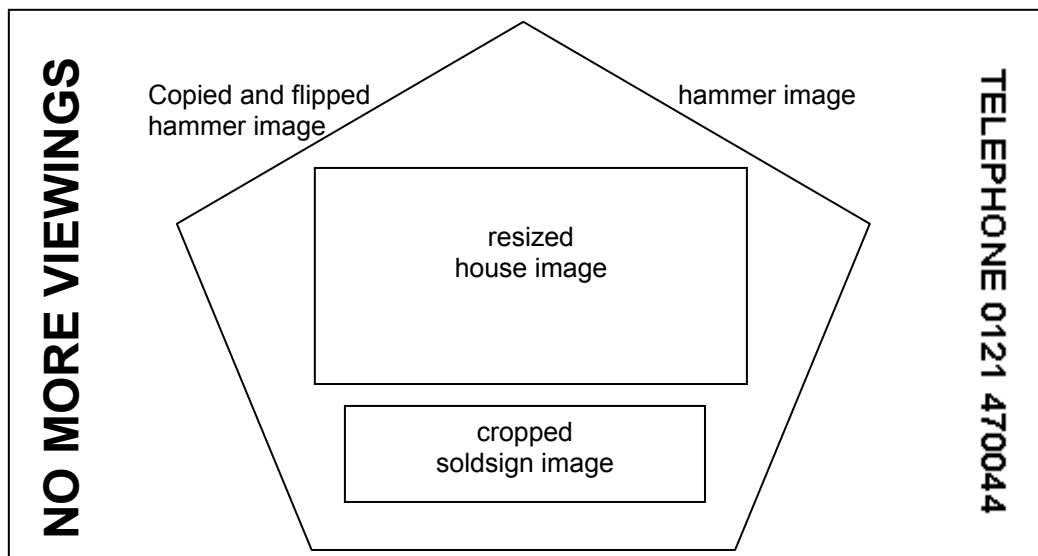
Layout Sketch 1

Filename: forsale



Layout Sketch 2

Filename: sold



LEVEL 1 CERTIFICATE/DIPLOMA FOR IT USERS (NEW CLAiT)

Unit 6: e-Image Creation

6/SAMPLE/A

Scenario

You are a trainee Graphic Designer. Your colleague has asked you to produce a card-sized advertisement to help sell a house; this will be used on a newsagent's advertising board.

A rough sketch of the original design and the amended design is given on a separate page. You must refer to the sketch as you produce your artwork.

Candidate Instructions for the Completion of all Tasks:

All images:

- must not be distorted
- must maintain original proportions
- may be resized to suit the artwork
- must not touch or overlap any other items or the edge of the artwork (other than the background)
- must have a transparent background (must allow the background colour of the artwork to be seen).

All text:

- must have a transparent background (must allow the background colour of the artwork to be seen).
- must not touch or overlap any other items or the edge of the artwork (other than the background).

Assessment Objectives

TASK 1

Before you begin this task make sure you have the files **hammer.gif**, **house.jpg** and **sign.gif**.

Refer to **Layout Sketch 1** and the Candidate Instructions for all tasks.

- | | | | |
|----|---|----|--|
| 1b | 1 | a) | Create a new piece of artwork which is 15 cm wide x 10 cm tall. |
| 3a | | b) | Fill the background with yellow . |
| 4a | | | |
| 1g | 2 | a) | Create a 5-sided shape in the centre of your artwork. |
| 3a | | b) | Fill this shape with white . |
| | | c) | Make sure that this shape remains inside the artwork. It may fill most of the height of the artwork but must not fill the width. |

TASK 1 CONTINUED ...

Assessment
Objectives

... TASK 1 CONTINUED

- | | | |
|----------------|---|---|
| 1c
1d
1f | 3 | a) Open the image house |
| | | b) You will need to resize the image before you insert it. |
| | | c) Insert the image house into the centre of the 5-sided shape. |
| | | d) Make sure the entire house image fits inside the 5-sided shape. |
| 4c | 4 | Save your artwork using the filename forsale |
| 1c
1d
1f | 5 | a) Open the image sign . |
| | | b) Resize this image so that the sign image is about the same width as the house image. |
| | | c) Insert the image sign into the bottom of the 5-sided shape under the house image. |
| 4c | 6 | Save your artwork keeping the filename forsale . |

Assessment
Objectives

TASK 2

Refer to **Layout Sketch 1** and the Candidate Instructions.

Continue working on your artwork called **forsale** that you saved in Task 1.

- | | | |
|----------------|---|--|
| 1c | 1 | a) Open the image hammer . |
| | | b) Insert the image hammer and position it above and to the right of the 5-sided shape. |
| 3d
3c | 2 | a) Copy the image hammer . |
| | | b) Flip the copy of the image horizontally . |
| | | c) Position the copy above and to the left of the 5-sided shape. |
| | | d) Make sure that the flipped image is the same size as the original image. |
| 2a
3a
3b | 3 | a) Enter the following text in red :

VIEWING BY APPOINTMENT |
| | | b) Rotate this text 90° anti-clockwise . |
| | | c) Place this text to the left-hand side of the artwork. |
| | | d) Size this text to fit the full height of the artwork. |
| 2a
3a
3b | 4 | a) Enter the following text in red :

TELEPHONE 0121 470044 |
| | | b) Rotate this text by 90° clockwise . |
| | | c) Place this text to the right-hand side of the artwork. |
| | | d) Size this text to fit the full height of the artwork. |
| 4c | 5 | Save your artwork keeping the filename forsale . |

TASK 2 CONTINUED ...

Assessment
Objectives

... TASK 2 CONTINUED

4d

- 6 Print your artwork in colour.
- 7
 - a) On the printout, write **your name, your centre number and today's date**.
 - b) Check your printout for accuracy.
 - c) Make sure that you have placed all items according to the Layout Sketch and that you have carried out all the instructions for the completion of the tasks.

Assessment
Objectives

TASK 3

Before you begin this task make sure you have the file **soldsign.gif**

Continue working on your artwork saved in **Task 2** called **forsale**.

Refer to **Layout Sketch 2** and the Candidate Instructions for the Completion of all Tasks when carrying out this task.

- | | | |
|----------|---|---|
| 3g | 1 | Delete the sign image under the house. |
| 2a
2b | 2 | a) Change the text VIEWING BY APPOINTMENT to be:

NO MORE VIEWINGS

b) Resize this text to fill the height of the artwork. |
| 1d
1e | 3 | a) Open the image soldsign .

b) Crop the image to remove the word NOW

c) Insert the image soldsign under the house image.

d) Make sure the soldsign image fits inside the 5-sided shape. |
| 4c | 4 | Save your artwork using the new filename sold |
| 4d | 5 | Print your artwork in colour. |
| | 6 | a) On the printout, write your name, your centre number and today's date .

b) Check your printout for accuracy.

c) Make sure that you have placed all items according to the Layout Sketch and that you have carried out all the instructions for the completion of the tasks. |
| 4c | 7 | Close all open files. |

Assessment
Objectives

TASK 4

Before you begin this task make sure you have the following images:

- **a black and white image of a house taken using a digital camera**
- **sea.jpg**

- 1a 1 Open a suitable software package to enable you to download a picture taken using a digital camera.
- 2a 2 a) Download a suitable picture of a house.
b) Make sure your picture is not offensive, inappropriate or unsuitable in any way.
- 2a 3 a) On the image, insert your **name** and the **date**.
b) You may position this text anywhere on the image. Make sure this text will be clearly readable on the printout.
- 4c 4 Save the image using a suitable filename.
- 4d 5 Print the picture in black and white.
- 4c 6 Close the picture.
- 4b 7 Open the image **sea**.
- 4c 8 Change the resolution of this image to be **30 pixels/inch** or **12 pixels/cm**.
- 4d 9 Save the changed image using the filename **seamail**
- 4c 10 Print the image **seamail**.
- 4c 11 On the printout write your **name**, your **centre number** and todays **date**.
- 4c 11 Close the file and exit the software.
- 4c 12 Make sure you check your printouts for accuracy.

You should have the following printouts in the following order:

forsale artwork
sold artwork
the digital picture of a house
seamail

Make sure your name is clearly displayed on all printouts.

LEVEL 1 CERTIFICATE/DIPLOMA FOR IT USERS (NEW CLAIT)

Unit 7: Web Page Creation

7/SAMPLE/A

Important Notes for Tutors (Page 1 of 2)

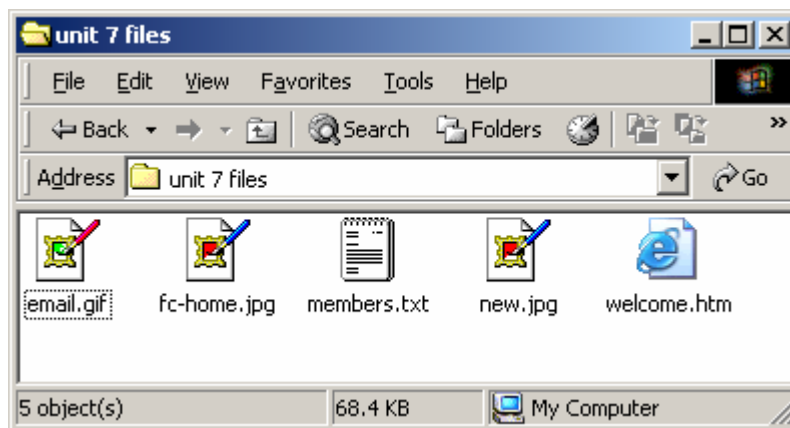
Confidential. Not for viewing by candidates

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

- the unlinked HTML formatted page **welcome.htm**.
 - This page requires the image files **fc-home.jpg** and **email.gif**
- the image **new** supplied in **.jpg** format
- the text file **members** supplied in **.txt** format

No other files may be substituted. Tutors must not change any file types.

All the 5 files above must be provided within one folder as shown below. In the course of the assignment the candidate will need to save their web pages and images in one folder.



During the assignment, candidates are required to print their web pages from the web browser; tutors are advised to set the browser settings to display:

- The URL path on the printout eg [file:///A:\unit7\fayaz patel\welcome.htm](file:///A:\unit7\fayaz%20patel\welcome.htm)

Tutors must ensure that their systems will allow English 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 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.

Important Notes for Tutors (Page 2 of 2)

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Candidates are allowed a notional duration of 2½ 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 for Unit 7 in the Tutors Handbook in order to assess the candidate(s) work.

LEVEL 1 CERTIFICATE/DIPLOMA FOR IT USERS (NEW CLAIT)

Unit 7: Web Page Creation

7/SAMPLE/A

Scenario

You are working as a trainee Website Designer for Progress Leisure Fishing Club. You have been asked to update one partly completed web page and to create a new page using images and text which have been provided for you.

Assessment Objectives

TASK 1

Before you begin this task make sure you have all the files below in one folder.

- The unlinked HTML formatted page **welcome.htm**
 - this page requires the image files **fc-home.jpg** and **email.gif**
- the image **new.jpg**
- the text file **members.txt**.

Make sure you save your updated web page, your new web page and all images in the same folder.

1b 1 Name/rename the folder containing all the files with your **name**

1a 2 Open suitable software for editing and creating web pages.

You have been asked to create and format a new web page.

1a 3 a) In your web page editing software, create a new document

1b

1c

2a

2b

2c

2f

d) Insert the text file **members**.

c) Check that each paragraph is separated by one clear linespace

d) After the text **Back to home page** insert a clear linespace and enter the following text on one line:

Updated by (your name), your centre number, the date

e) Save your document using the filename **newmems.htm**

Assessment
Objectives

TASK 3

The homepage **welcome.htm** needs to be updated.

- 1c
2a
2f
2g
2i
3a
- 1 a) Open the **welcome.htm** homepage. Do not change the font on this page
- b) In the **welcome.htm** page, on a separate line below the text **...clicking on the image below.** and above the text **Meetings**
- Insert the text:
- New members**
- c) **Centre-align** this text.
- d) Format this text as **Arial** font **HTML size 4 (14 point)**.
- e) Link this text to the **newmems.htm** page.
- f) Save the amended **welcome.htm** page.
- 2a
2g
- 2 a) Replace the text **Page Editor** with **your name**
- b) Make sure the size of your name is **Arial** font, **HTML size 2 (10 point)**.
- Some of the links on the homepage have not been completed.
- 3b
- 3 Create an external link in the **welcome.htm** page as follows:
- Text to be linked: **Meetings**
Link to: **www.progress-media.co.uk**
- 3c
- 4 Create an email link in the **welcome.htm** page as follows:
- image to be linked: **email.gif**
Link to: **fishing@progress-media.co.uk**
- 1c
- 5 Save the web page keeping the filename **welcome.htm**.

Assessment
Objectives

TASK 4

Continue working on your homepage **welcome.htm**.

A different background colour will improve the homepage.

- | | | | |
|----|----|----|---|
| 2h | 1 | a) | Change the background colour of the welcome.htm page . |
| | | b) | Make sure the background colour is different from the text colour and that the text and images are clearly visible against the background colour. |
| 2c | 2 | | Check your web page for accuracy. |
| 1c | 3 | | Save the web page keeping the filename welcome.htm . |
| 1c | 4 | | Close all web pages and exit the web page editing software. |
| 3a | 5 | | Load the welcome.htm page into the browser and test the three links. |
| 3b | | | |
| 3c | | | |
| 4a | 6 | | From the browser print the welcome.htm page. |
| 1c | 7 | a) | Display the HTML source code for the welcome.htm page. |
| 4b | | b) | Print the HTML source code for this page. |
| | | c) | Close the welcome.htm page. |
| 3a | 8 | | Load the newmems.htm page into the browser and test the one link. |
| 4a | 9 | | From the browser print the newmems.htm page. |
| 1c | 10 | a) | Display the HTML source code for the newmems.htm page. |
| 4b | | b) | Print the HTML source code for this page. |
| | | c) | Close the newmems.htm page. |
| | 11 | | Exit the browser. |
| 2c | 12 | | Make sure you check your printouts for accuracy.
You should have four printouts in the following order:

welcome.htm web page printed from the browser
HTML source code for the welcome.htm page
newmems.htm web page printed from the browser
HTML source code for the newmems.htm page. |

LEVEL 1 CERTIFICATE/DIPLOMA FOR IT USERS (NEW CLAIT)

Unit 7: Web Page Creation

7/SAMPLE/A

Important Notes for Tutors (Page 1 of 2)

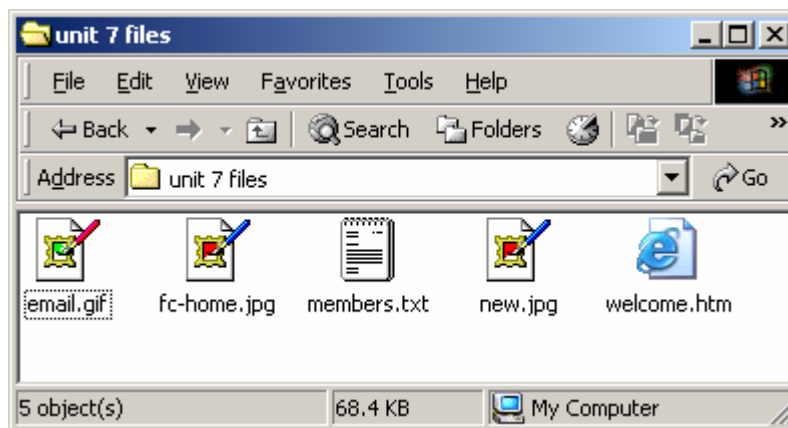
Confidential. Not for viewing by candidates

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

- the unlinked HTML formatted page **welcome.htm**.
 - This page requires the image files **fc-home.jpg** and **email.gif**
- the image **new** supplied in **.jpg** format
- the text file **members** supplied in **.txt** format

No other files may be substituted. Tutors must not change any file types.

All the 5 files above must be provided within one folder as shown below. In the course of the assignment the candidate will need to save their web pages and images in one folder.



During the assignment, candidates are required to print their web pages from the web browser; tutors are advised to set the browser settings to display:

- The URL path on the printout eg <file:///A:\unit7\fayaz patel\welcome.htm>

Tutors must ensure that their systems will allow English 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 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.

LEVEL 1 CERTIFICATE/DIPLOMA FOR IT USERS (NEW CLAIT)

Unit 8: Online Communication

8/SAMPLE/A

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 **cycling.gif** provided by OCR on disk.

Subject:	Cycling Fun Day
Attachment:	Cycling.gif
Message:	Please find attached the fun day poster image. This should be included in the poster.
	Line Manager

Candidates must reply to the same email address that the tutor used to send the original message.

Candidates will also need the image file **warning.gif** supplied by OCR on disk. No other image may be substituted.

OCR provides dummy e-mail addresses for use in the assessment. Messages sent to these addresses are not read or assessed.

During the assessment candidates need to access the Progress Media website at the given URL (website address). If candidates have problems accessing this address, tutors may give them the following alternative URLs:

www.progress-mirror1.co.uk
www.progress-mirror2.co.uk

During the assignment, candidates are required to print their web pages from the web browser; tutors are advised to set the browser settings to display:

the URL path on the printout eg <http://www.progress-media.co.uk/graph.htm>.

Before and after the assessment, tutors must ensure that:

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

Important Notes for Tutors (Page 2 of 2)

Confidential. Not for viewing by candidates

Tutors should ensure that their systems will allow English 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 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 2½ 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 for unit 8 in the Tutors Handbook in order to assess the candidate(s) work.

LEVEL 1 CERTIFICATE/DIPLOMA FOR IT USERS (NEW CLAIT)

Unit 8: Online Communication

8/SAMPLE/A

Scenario

You are working as a Communications Assistant for Progress Charities; you have been asked to help your Line Manager who is arranging a Cycling Fun Day.

Assessment Objectives

TASK 1	
1a 1c 3a 3b 3f	<p>1 a) Log on to your email system and open your inbox.</p> <p>b) Read the message from your tutor titled Cycling Fun Day</p> <p>c) Make sure you scan the email attachment cycling.gif for viruses.</p> <p>d) Make a note of the name of the virus scanning software used. You will need this in Task 4.</p> <p>e) Save the email attachment cycling.gif outside the mailbox in your working area.</p>
1b 3g	<p>2 a) Use the reply facility to reply to the sender of the message Cycling Fun Day.</p> <p>b) Enter the following message text:</p> <p>Thank you for sending the picture which I will forward to the printers.</p> <p>c) Add your name and your centre number under this sentence.</p> <p>d) Displaying the original message from your tutor in this reply is optional.</p> <p>e) Check your message for errors.</p> <p>f) Check that your email system will save your sent message(s).</p> <p>g) Send the reply.</p> <p>h) Close the reply message.</p>

Assessment
Objectives

		TASK 2	
1b	1	a)	Use the forward facility to forward the original message Cycling Fun Day and its attachment to: printers@progress-media.co.uk
3c		b)	Do not change anything in the original message Cycling Fun Day
3h		c)	Add the following message text: Please use this image in the Fun Day poster.
		d)	Add your name and your centre number under this sentence.
		e)	Check that the attachment cycling.gif is correctly attached to the message.
		f)	Check your message and correct any errors.
		g)	Check that your email system will save your sent message(s).
		h)	Send the message and its attachment.
3k	4	a)	Delete the message titled Cycling Fun Day from your inbox.
		b)	Produce a printout of your Inbox (This may be a screen print).
		c)	Make sure your name is clearly displayed on this printout.

Assessment Objectives

TASK 3

Before you begin this task make sure that you have the file **warning.gif**

3d

1 a) Store the following details in your email address book:

Name/Title: **Fun Day Manager**
Email address: **bailey.k@progress-media.co.uk**

b) Produce a printout of this entry from your address book.

c) Make sure your **name** is clearly displayed on this printout.

1b

2 a) Create a new email message to the Fun Day Manager using the stored address from your address book.

3c

b) Use the **copy (cc:)** facility to make sure a copy of this message will be sent to:

3e

graphics@progress-media.co.uk

3i

c) Enter the message subject **Picture**

3j

d) Enter the following message text:

Attached is the file you requested.

e) Add your **name** and your **centre number** under this sentence.

f) Attach the file **warning.gif**

g) Check your message and correct any errors.

h) Check that your email system will save your sent message(s).

i) Send the message and its attachment.

3l

3 a) Locate the email messages you have sent and print a copy of each. There should be:

Your reply to the original message
Your forwarded message
The new message titled Picture.

b) On each of the 3 email prints, make sure that header details (To, From, Date and Subject) and all the message text is clearly printed.

c) On the prints of the forwarded message and the new message, make sure there is clear evidence of the correct attachments.

4 Log out of your mailbox and exit the software securely.

Assessment
Objectives

TASK 4

2a
2b
2d
2e
2g
2h

- 1
- a) Use a web-based search engine to find a web page about **Team Roles** set out by **Dr Meredith Belbin**.
 - b) Follow the links to find a specific web page about Belbin Team Roles.
 - c) Save this page in your favourites folder.
 - d) Print only the first page with information about Belbin Team Roles.
 - e) On the print of the web page, circle Belbin Team Roles.
 - f) Write your **name** and your **centre number** on this printout.

Your Manager has requested information on the team roles in the Factory Section of Progress Media Ltd. A graph of this data can be found on the company's website.

2a
2c
2e
2f
2g
2h

- 2
- a) Access the website at:

www.progress-media.co.uk
 - b) Use the local search facility to find a page about:

Team Members in Factory Section
 - c) Save this page in your favourites folder.
 - d) Print this entire web page.
 - e) From this web page, save **only** the image of the graph as **roles.gif** into your working area.
 - f) Make sure you save **only** the image in .gif format, **not** the whole web page.
 - g) On your printout of the web page from the Progress Media site, write your **name** and your **centre number**.
- 3
- Exit the web browser securely.

TASK 4 CONTINUED...

Assessment
Objectives

...TASK 4 CONTINUED

2f
3f

- 4
- a) Access your working area
 - b) Take a screen print of your working area, making sure that the image files **cycling** and **roles** are clearly visible.
 - c) On your screen print enter:
 - your **name**
 - your **centre number**
 - the **name of the virus scanning software** you used in Task 1.
 - d) Print the screen print.
- 4
- Check all your printouts for accuracy.
- You should have the following printouts in the following order:
- A print of your Inbox**
 - Your address book**
 - The reply message**
 - The forwarded message**
 - The new message**
 - A single page from the website with information about Belbin Team Roles**
 - A single web page from the Progress Media website**
 - Your working area.**