Level 2 Using word processing software to adapt and merge documents (7266-022)

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Assignment guide for Candidates
Assignment B

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Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 Using word processing software to adapt and merge documents (7266-022).

Health and safety

You are asked to consider the importance of safe working practices at all times.

You are responsible for maintaining the safety of others as well as your own. Anyone behaving in an unsafe fashion will be stopped and a suitable warning given. You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements. This may seem rather strict but, apart from the potentially unpleasant consequences, you must acquire the habits required for the workplace.

Time allowance

The recommended time allowance for this assignment is **2 hours**.

Level 2 Using word processing software to adapt and merge documents (7266-022)
Candidate instructions

Time allowance: 2 hours

Assignment set up:

This assignment is made up of **Four** tasks

- Task A - Setting up a letter head
- Task B - Creating a newsletter
- Task C - Modifying a newsletter
- Task D - Carrying out a mail merge

Scenario

You work for The Tropics a local aquarium. Your manager has asked you to produce a news letter for your customers and send this letter to customers via a mail merge.

Follow the instructions carefully. It is advised that you complete the tasks in the given order.

Save your files frequently (at least after each task.) with suitable version control numbering to enable you to revert to a previous word processing document should you need to.

Task A

1 Create a folder in your work area or on portable media called **Sea Life**.

Copy the data files provided by your assessor to your folder.

2 Open a new word processing document set the paper size to A4, portrait, top and bottom margins to 2cm and the left and right to 2.5cm.

3 Insert the three graphics **Logo1.gif**, **Parrot Fish.jpg** and **Achilles Tang.jpg** into the centre of the header to create a company logo (when inserting images you may have to adjust text wrap to maintain professional image).

The **Logo1.gif** should be positioned in the middle of the other two graphics and any excess white space within the **Logo1.gif** removed.

4 Group the three images and resize them to form a logo that is 2.5cm in height, maintaining the aspect ratio.

Continued over…

5 Insert the following text at the top right hand side of the main body of the document, using a 12pt Serif font.

The Tropics
39 Southside Street
Havenbury
Havenshire
HV99 5KW

Ensure the document is proof read for accuracy.

6 Save the document in your **Sea Life** folder. The document should be saved as a template with the name **Letterhead** with a suitable file extension.
Close the file.

Task B

1 Open the file **Fish Info** and change all the margins to 1cm.

In the top left hand side of the document insert graphical (Wordart or similar)text reading **Tropic Magazine** which slopes upwards from left to right. The text should be sized 2cm high and 9cm in width.

Format the graphic as a two-tone blue with a light grey shadow effect.

The graphic should be positioned so that it does not cover any text within the document and allows text to wrap to the right.

2 Insert the graphic **Yellow Tang.jpg** in the top right hand corner and resize it to 2cm high maintaining the aspect ratio.

3 Create a new style called **Sea Heading** and format the text as 14pt, bold, Sans Serif and left aligned. Then format the heading using this style.

4 Create a new style **Sea Sub-Heading** and format the text as 12pt, bold, Sans Serif and left aligned.

Then format the 5 sub-headings using this style.

5 Create a new style **Sea Body** and format the text as 10pt, Serif and fully justified.

Then format all the text, apart from the headings and sub-headings, using this style.

6 After the paragraph ending

"…The key is to always understock!"

insert the file **Summary.txt** as a new paragraph.

Format the list using bullets in an arrow style, customised so that the bullet position is 0.5cm and the Tab space is 1cm. Ensure that the correct styles are used, making the text consistent. NB "Remember" is a sub-heading.

Continued over…

7 Use the spell check facility to remove any spelling errors and proof read the document and check consistency of format.

8 Save the file as **Newsletter in progress 1** within the **Sea Life** folder.

Task C

1 Format the two paragraphs

"…At the Pet Shop"

and

"…What to do when you get the fish home"

into two columns.

The columns should have a space between of 1.27cm.

Ensure that the right hand column starts with

"…What to do when you get the fish home".

2 Insert a landscape page after page 1.

Insert the **Statistics.csv** file.

Convert the text to a seven column layout.

The headings within the table should be formatted using the **Sea Sub-Heading** style and the remainder formatted as **Sea Body**.

3 Insert a new column between the headings **Name** and **Size** and add the heading **Description**.

Open the file **Fish Descriptions** and using copy and paste match the correct descriptions with the correct fish.

Ensure correct font styles are applied within the new column.

Adjust column widths as necessary, ensuring that the table fits on to one page.

4 Add a footer with **the page number** /**number of pages** in the format **Page X of Y** (where X is the page number and Y is the number of pages), **your name**, **date** and the title **Printout-1**.

Format the footer using a 10pt Serif font, right aligned.

Ensure the footer is on both pages.

Save the file as **Newsletter in progress 2** within the **Sea Life** folder.

Continued over…

5 After the paragraph ending

"…you get a healthy batch."

insert the following text as a new paragraph exactly as shown:

It can take a long time to get your collection perfect. Consider investing in some **aquarium accessories** (including plants and ornaments) which will customise your fish tank and make it stand out.

Ensure that the columns are not affected by the new text.

6 Change the heading "What to do when you get the fish home" to "Once home…".

7 Insert the graphic **Saddle Back Butterfly Fish.jpg** and position it at the bottom right of the first page, above the footer.

Resize the graphic to 4cm wide, maintaining the aspect ratio.

Ensure that the newsletter does not exceed two pages.

8 Insert a header showing today's date on odd pages left aligned and today's date on even pages right aligned.

Remove the date from the footer.

9 Proof read the document to ensure there are no errors and produce a printout.

Save the file as **Newsletter** within the **Sea Life**.

Close the file.

Task D

1 Open a new document based on the template you created in **Task A**.

Insert the text from the file **Letter.txt** into your new document and format the text using the same font that has been used for the company address.

Fully justify the text, ensuring that the address remains right aligned.

Proof read and spell check the document. (All place names are correct).

2 Using the current document, create a mail merge using the **Customer List.xls** file provided as your data source.

Create merged letters for each entry in the **Customer List.xls** file.

3 Insert the customer address in a suitable place within the letter.

After the sentence ending "…enter the following customer reference number:" insert a field to display this information.

Continued over…

4 Insert your name and **Printout-2** in the footer and print a copy of the unmerged document showing the merge fields.

5 Amend the footer to read **Printout-3**, print the merge letter for record 15. (Customer Reference A012)
Save the file as **Mailshot and close the document.**

6 Sign all of your documents above your name and hand these together with your data files to your test Supervisor.

End of assignment

Note

- At the conclusion of this assignment, hand all paperwork and removable media to the test supervisor.
- Ensure that your name is on the removable media and all documentation.
- If the assignment is taken over more than one period, all removable media and paperwork must be returned to the test supervisor at the end of each sitting.

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