

# e-Quals Unit Syllabus

Level 2 Combining word processing,  
spreadsheet and database applications  
to present information

7266 - 029



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# Contents

<b>Unit 029</b>	<b>Combining word processing, spreadsheet and database applications to present information</b>	<b>2</b>
Syllabus Overview		2
Outcome 1	Input and format text in word processed documents	4
Outcome 2	Input and format data in spreadsheets	6
Outcome 3	Input database reports	8
Outcome 4	Use mail merge	10
Outcome 5	Combine data from different applications	11
Unit record sheet		12

# Unit 029 Combining word processing, spreadsheet and database applications to present information

## Syllabus Overview

### Rationale

The aim of this unit is to provide candidates with an intermediate level of skills and knowledge to competently prepare for, and perform a variety of document integration related tasks using Information and Communication Technologies (ICT). Candidates will develop a more demanding understanding of the applications and their use to integrate documents, of the operating system in everyday usage and the ability to work in a generally unsupervised role solving issues competently without direction.

### Learning outcomes

There are **five** outcomes to this unit. The candidate will be able to:

- Input and format text in word processed documents
- Input and format data in spreadsheets
- Input database reports
- Use mail merge
- Combine data from different applications

### Guided learning hours

It is recommended that 60 hours should be allocated for this unit. This may be on a full time or part time basis.

### Connections with other qualifications

This unit contributes towards the knowledge and understanding required for the following qualifications:

### IT Users N/SVQ (iTQ) Level 2

Outcome	Unit
1, 2, 3, 4	201 Make selective use of IT 2
2, 3, 4	202 Operate a computer 2
1, 2	208 Word processing software 2
1, 2, 3	209 Spreadsheets software 2
1, 2, 3	210 Database software 2
1, 2	214 Specialist or bespoke software 2
1, 3, 4	215 Evaluate the impact of IT 2
1, 2, 3, 4,5	217 Use IT systems 2

## Key Skills

This unit contributes towards the Key Skills in the following areas:

Application of number	N 1.3, N 2.2
Communication	C 2.2, C2.3
IT	IT 2.1, IT 2.2, IT 2.3
Working with others	
Problem solving	PS 2.1, PS 2.2
Improving own learning	

## Assessment and grading

Assessment will be by means of a **set assignment** covering both practical activities and underpinning knowledge.

## Unit 029

# Combining word processing, spreadsheet and database applications to present information

### Outcome 1

Input and format text in word processed documents

#### Practical activities

The candidate will be able to:

- 1 start the word processing application
- 2 select suitable margins, paper sizes, page orientations
- 3 open documents which are in specified file formats
- 4 indent paragraphs of text
- 5 set justification for selected text: left, right centre and full
- 6 set line spacing: single, double
- 7 use different text enhancements: bold, italic, underline
- 8 set font size and style
- 9 select and set tab stops
- 10 produce columns of data using left aligned tab
- 11 create and manipulate tables:
  - a adjust width and height of rows and columns
  - b insert rows and columns
  - c delete rows and columns
  - d apply borders and shading to selected cells
- 12 delete tables
- 13 create hard page breaks
- 14 use search and replace facilities to replace text
- 15 insert text into headers and footers
- 16 manipulate blocks of text: copy, paste, delete, move
- 17 use spell check facilities to find and correct errors in a document
- 18 insert clipart
- 19 manipulate clipart: size, position
- 20 use preview facilities to check for errors
- 21 produce printed copies of complete documents and selected pages of documents
- 22 save files in different file formats
- 23 close the word processing application
- 24 produce printed copies of complete documents and selected pages of documents.

### **Underpinning knowledge**

The candidate will be able to:

- 1 state the purpose of the ruler
- 2 state the difference between hard and soft page breaks
- 3 describe the advantages and disadvantages of search and replace facilities
- 4 describe the advantages and disadvantages of facilities available for checking the accuracy of documents (spell check, print preview)
- 5 explain the need for saving documents in different file formats.

## Unit 029

# Combining word processing, spreadsheet and database applications to present information

## Outcome 2

Input and format data in spreadsheets

### Practical activities

The candidate will be able to:

- 1 start the spreadsheet application
- 2 input spreadsheets according to given data
- 3 insert formulas, using arithmetic operators (+, -, ×, ÷), and relational operators (=, <, >, < >) singly and in combination into a cell
- 4 insert functions into cells
  - a sum
  - b average
  - c maximum
  - d minimum count
  - e round
  - f date
  - g if
  - h lookup
- 5 edit formulas or functions
- 6 set formats, for single cells or ranges of cells
  - a general
  - b number
  - c percentage
  - d currency
  - e text
- 7 set text attributes in single cells or ranges of cells
  - a font size and style
  - b bold
  - c italic
  - d underline
- 8 set justification in single cells or ranges of cells
  - a left
  - b right
  - c centre



## Practical activities continued

- 9 select and manipulate single cells or ranges of cells
  - a copy
  - b replicate
  - c paste
  - d move
  - e delete
- 10 insert text into headers and footers
- 11 insert clipart and manipulate size and position
- 12 use preview facilities to check for errors
- 13 produce hard copy of spreadsheets on single sheets of paper
- 14 select and use chart types to suit data
  - a pie
  - b bar
  - c line
- 15 format chart information to suit data
  - a titles and axes labels
  - b legends and data labels
- 16 format charts by changing
  - a background
  - b attributes of text
  - c line and area
  - d colours to suit monochrome/colour output
- 17 position and size charts
- 18 save the file to a specified location either locally or remotely
- 19 close the spreadsheet application correctly.

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# Combining word processing, spreadsheet and database applications to present information

## Outcome 3

### Input database reports

#### Practical activities

The candidate will be to

- 1 start the database application
- 2 open existing databases displaying the records and fields for editing
- 3 add, delete and edit records
- 4 print all records in a table
- 5 create queries based on single condition searches using relational operators and wildcards
- 6 create reports based on queries including
  - a headings, subheadings and footers
  - b sorted on a given field
  - c orientation
    - i portrait
    - ii landscape
  - d all selected records and all fields
  - e all selected records and selected fields
  - f clipart
- 7 edit report layouts
  - a rearrange the order in which fields are displayed
  - b edit field names
  - c delete field names
  - d format fields
    - i field width
    - ii alignment (left, right, centre)
    - iii font size and style
    - iv bold
    - v italic
    - vi underline
  - e manipulate clipart
    - i size
    - ii position
- 8 use preview facilities to check for errors
- 9 print reports
- 10 save the database as required
- 11 close the database application.

## **Underpinning knowledge**

The candidate will be able to:

- 1 describe the functions of relational operators.

## Unit 029

# Combining word processing, spreadsheet and database applications to present information

## Outcome 4

### Use mail merge

#### Practical activities

The candidate will be able to:

- 1 choose and open the application
- 2 create labels using the data sources
  - a database records
  - b spreadsheet records
  - c mailmerge records
- 3 create envelopes using the data sources
  - a database records
  - b spreadsheet records
  - c mailmerge records
- 4 create letters/documents using the data sources
  - a database records
  - b spreadsheet records
  - c mailmerge records
- 5 adjust printer settings for
  - a labels
  - b envelopes
  - c letters.

#### Underpinning knowledge

The candidate will be able to:

- 1 describe the benefits of using mail merge.

## Unit 029

# Combining word processing, spreadsheet and database applications to present information

## Outcome 5

Combine data from different applications

### Practical activities

The candidate will be able to:

- 1 input spreadsheet worksheets into word processed documents
- 2 input charts into word processed documents
- 3 input database query results into word processed documents
- 4 input charts into database reports
- 5 input spreadsheet data into databases
- 6 input database records into spreadsheet files
- 7 save spreadsheet and database files in delimited format
- 8 import delimited files into relevant applications.

### Underpinning knowledge

The candidate will be able to:

- 1 explain the benefits of integrating applications (timesaving, accuracy).

# Unit record sheet

Use this form to track your progress through this unit.

Tick the boxes when you have covered each outcome. When they are all ticked, you are ready to be assessed.

<b>Outcome</b>	<b>✓</b>	<b>Date</b>
1 <b>Input and format text in word processed documents</b>	<input type="checkbox"/>	
2 <b>Input and format data in spreadsheets</b>	<input type="checkbox"/>	
3 <b>Input database reports</b>	<input type="checkbox"/>	
4 <b>Use mail merge</b>	<input type="checkbox"/>	
5 <b>Combine data from different applications</b>	<input type="checkbox"/>	

**Candidate Signature** ..... **Date** .....

**City & Guilds  
Registration Number** .....

**Quality nominee  
(if sampled)** ..... **Date** .....

**Assessor Signature** ..... **Date** .....

**External Verifier  
Signature (if sampled)** ..... **Date** .....

**Centre Name** ..... **Centre Number** .....

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