



The essential CLAIT / ICT resource



CLAIT PRACTICE (LEVEL 1) CD

(Includes all JustClait product codes EPA1-8 and EPT1-8)

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These practice resources are mapped to Units 1 to 8 of CLAIT (level 1) **FILE MANAGEMENT & E-DOCUMENT PRODUCTION, CREATING SPREADSHEETS AND GRAPHS, DATABASE MANIPULATION, E-PUBLICATION CREATION, CREATE AN E-PRESENTATION, E-IMAGE CREATION, WEB PAGE CREATION, ONLINE COMMUNICATION**

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TASK 1034 – CREATING A COLUMN CHART

This task covers the following skills

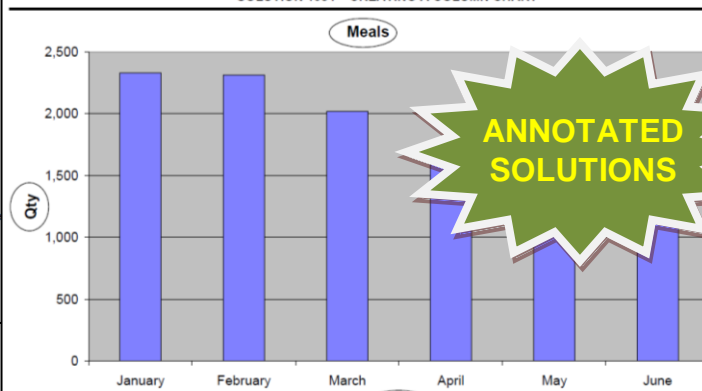
OPENING A SPREADSHEET
CREATING A COLUMN CHART

The data files required for this exercise are: **meals2**

1. Load a spreadsheet application
2. Open the spreadsheet called **meals2**
3. Create a column chart, on a sheet that is separate from the data source, showing the values for the months from **January** to **June**
4. Display the months along the x-axis
5. Give the chart the heading **Meals**
6. Give the x-axis the title **Month**
7. Give the y-axis the title **Qty**
8. Do not display a legend for the chart
9. Print a single copy of the chart in **Landscape** orientation
10. Save the spreadsheet using the new filename **meals2**
11. Close the spreadsheet application

End of task

SOLUTION 1034 – CREATING A COLUMN CHART



ANNOTATED SOLUTIONS

Marking checklist

Spreadsheet opened
Titles and labels as shown
Spreadsheet saved using the new filename meals2

Column chart created on separate sheet
Printed landscape
The spreadsheet application closed

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Task list - File Management and e-Document Production

Task No	Details	Data
T0001	Creating, saving and printing a document	
T0002	Creating, saving and printing a document	
T0003	Creating, saving and printing a document	
T0004	Opening, editing and saving a document	furniture1.doc
T0005	Opening, editing and saving a document	post1.doc
T0006	Opening, editing and saving a document	book1.doc
T0007	Setting page margins and orientation	cycle1.doc
T0008	Setting page margins and orientation	trot1.doc
T0009	Setting page margins and orientation	mind1.doc
T0010	Aligning and indenting text	strat1.doc
T0011	Aligning and indenting text	recipe1.doc
T0012	Aligning and indenting text	black1.doc
T0013	Inserting paragraph breaks and setting line spacing	lawn1.doc
T0014	Inserting paragraph breaks and setting line spacing	iron1.doc
T0015	Inserting paragraph breaks and setting line spacing	mud1.doc
T0016	Correcting spelling and grammar and word count	badlawn1.doc
T0017	Correcting spelling and grammar and word count	badstrat1.doc
T0018	Correcting spelling and grammar and word count	badcycle1.doc
T0019	Changing font, font sizes and emphasis	fmind1.doc
T0020	Changing font, font sizes and emphasis	frecipe.doc
T0021	Changing font, font sizes and emphasis	firon1.doc
T0022	Inserting text, cut and paste	body1
T0023	Inserting text, cut and paste	sleep1
T0024	Cut, copy and paste	times1
T0025	Search and replace	soil1
T0026	Search and replace	worcs1
T0027	Search and replace	ingred1
T0028	Bullets and numbering	cars1
T0029	Bullets and numbering	places1
T0030	Bullets and numbering	treat1
T0031	Inserting a table	ducks1
T0032	Inserting a table	art1
T0033	Inserting a table	caps1
T0034	Headers and footers	hworcs1
T0035	Headers and footers	hiron1
T0036	Headers and footers	hlawn1
T0037	Printing folder contents	House (folder)
T0038	Printing folder contents	Body (folder)
T0039	Printing folder contents	School (folder)
T0040	Creating, moving and deleting folders	Countries (folder)
T0041	Creating, moving and deleting folders	Zoo (folder)
T0042	Creating, moving and deleting folders	
T0043	Copying, moving and deleting files	Family (folder)
T0044	Copying, moving and deleting files	Project (folder)
T0045	Copying, moving and deleting files	Temperature (folder)

Task list – Creating Spreadsheets and Graphs

Task No	Details	Data
T1001	Creating, saving and printing a spreadsheet	
T1002	Creating, saving and printing a spreadsheet	
T1003	Creating, saving and printing a spreadsheet	
T1004	Opening, editing and saving a spreadsheet	purchase2
T1005	Opening, editing and saving a spreadsheet	sales2
T1006	Opening, editing and saving a spreadsheet	marks2
T1007	Inserting and deleting rows and columns	costs2
T1008	Inserting and deleting rows and columns	managers2
T1009	Inserting and deleting rows and columns	results2
T1010	Aligning and emphasising text and numbers	order2
T1011	Aligning and emphasising text and numbers	profit2
T1012	Aligning and emphasising text and numbers	exams2
T1013	Formatting numerical data	bonus2
T1014	Formatting numerical data	break2
T1015	Formatting numerical data	accuracy2
T1016	Applying borders, shading and gridlines	comm2
T1017	Applying borders, shading and gridlines	loss2
T1018	Applying borders, shading and gridlines	class2
T1019	Printing row and column headings	tests2
T1020	Printing row and column headings	bareas2
T1021	Printing row and column headings	inc2
T1022	Inserting headers and footers	cars2
T1023	Inserting headers and footers	absence2
T1024	Inserting headers and footers	miles2
T1025	Using and printing formulae	total2
T1026	Using and printing formulae	value2
T1027	Using and printing formulae	petrol2
T1028	Using and printing functions	bud2
T1029	Using and printing functions	rooms2
T1030	Using and printing functions	time2
T1031	Creating pie charts	gtime2
T1032	Creating pie charts	fsales2
T1033	Creating pie charts	stock2
T1034	Creating column charts	meals2
T1035	Creating column charts	houses2
T1036	Creating column charts	staff2
T1037	Creating line charts	cmeals2
T1038	Creating line charts	prof2
T1039	Creating line charts	admiss2
T1040	Changing chart and axes titles, data labels and legends	runs2
T1041	Changing chart and axes titles, data labels and legends	gmarks2
T1042	Changing chart and axes titles, data labels and legends	height2
T1043	Changing data ranges, axes limits and graph locations	salary2
T1044	Changing data ranges, axes limits and graph locations	absent2
T1045	Changing data ranges, axes limits and graph locations	booking2

Task list – Database Manipulation

Task No	Details	Data
T3001	Opening, renaming and printing a database table	Crime3
T3002	Opening, renaming and printing a database table	Wait3
T3003	Opening, renaming and printing a database table	Happ3
T3004	Adding new records to a database table	People3
T3005	Adding new records to a database table	Sales3
T3006	Adding new records to a database table	Courses3
T3007	Amending data in a database table	Members3
T3008	Amending data in a database table	Orders3
T3009	Amending data in a database table	College3
T3010	Deleting records in a database table	Clients3
T3011	Deleting records in a database table	Educ3
T3012	Deleting records in a database table	Ledger3
T3013	Replacing data in a database table	Burgle3
T3014	Replacing data in a database table	Club3
T3015	Replacing data in a database table	Session3
T3016	Sorting data in a database table	Patients3
T3017	Sorting data in a database table	Sledger3
T3018	Sorting data in a database table	Housing3
T3019	Selecting data using 1 matching criterion	Losses3
T3020	Selecting data using 1 matching criterion	Applic3
T3021	Selecting data using 1 matching criterion	Despatch3
T3022	Selecting data using 1 comparative criterion	Taken3
T3023	Selecting data using 1 comparative criterion	Register3
T3024	Selecting data using 1 comparative criterion	Classes3
T3025	Selecting data using 1 comparative criterion	Helpers3
T3026	Selecting data using 1 comparative criterion	Values3
T3027	Selecting data using 1 comparative criterion	Users3
T3028	Selecting data using 2 matching criteria	Supplies3
T3029	Selecting data using 2 matching criteria	Tenants3
T3030	Selecting data using 2 matching criteria	Adeduc3
T3031	Selecting data using 2 comparative criteria	Surgery3
T3032	Selecting data using 2 comparative criteria	Staff3
T3033	Selecting data using 2 comparative criteria	Risk3
T3034	Selecting data using 2 comparative criteria	Details3
T3035	Selecting data using 2 comparative criteria	Property3
T3036	Selecting data using 2 comparative criteria	Training3
T3037	Printing selected fields only	Onlist3
T3038	Printing selected fields only	Temps3
T3039	Printing selected fields only	Security3
T3040	Creating and printing reports	Delivery3
T3041	Creating and printing reports	Hlist3
T3042	Creating and printing reports	Study3
T3043	Changing report headers, printing page numbers and dates	Medical3
T3044	Changing report headers, printing page numbers and dates	Volunteers3
T3045	Changing report headers, printing page numbers and dates	Rental3

Task list – E-Publication Creation

Task No	Details	Data
T4001	Setting page size, margins and orientation	
T4002	Setting page size, margins and orientation	
T4003	Setting page size, margins and orientation	
T4004	Creating single column text frames	
T4005	Creating single column text frames	
T4006	Creating single column text frames	
T4007	Importing text files and using spell check	sleep4.txt
T4008	Importing text files and using spell check	worcs4.txt
T4009	Importing text files and using spell check	soil4.txt
T4010	Creating multiple column text frames	baffle4.txt
T4011	Creating multiple column text frames	land4.txt
T4012	Creating multiple column text frames	iron4.txt
T4013	Setting font and font sizes	black4.txt
T4014	Setting font and font sizes	
T4015	Setting font and font sizes	
T4016	Using emphasis	strat4.txt
T4017	Using emphasis	bafta4.txt
T4018	Using emphasis	recipe4.txt
T4019	Aligning and justifying text	workshop4.txt
T4020	Aligning and justifying text	ingred4.txt
T4021	Aligning text	
T4022	Indenting text	cook4.txt
T4023	Indenting text	hole4.txt
T4024	Indenting text	recycle4.txt
T4025	Balancing columns of text	aviation4.txt
T4026	Balancing columns of text	ghost4.txt
T4027	Balancing columns of text	rivers4.txt
T4028	Cut, copying and pasting text	weed4.txt
T4029	Cut, copying and pasting text	meal4.txt
T4030	Cut, copying and pasting text	class4.txt
T4031	Inserting images	snooze4.txt + clock4.gif
T4032	Inserting images	visit4.txt + caravan4.gif
T4033	Inserting images	building4.gif + ironage4.txt
T4034	Moving and resizing images	boy4.gif
T4035	Moving and resizing images	clock4.gif
T4036	Moving and resizing images	arrow4.gif + recycle4.txt
T4037	Cropping and flipping images	currency4.gif
T4038	Cropping and flipping images	book4.gif
T4039	Cropping and flipping images	house4.gif
T4040	Drawing lines and borders	
T4041	Drawing lines and borders	
T4042	Drawing lines	
T4043	Drawing graphic shapes	
T4044	Drawing graphic shapes	
T4045	Drawing graphic shapes	

Task list – Create an E-Presentation

Task No	Details	Data
T5001	Creating a “title only” slide	
T5002	Creating a “title only” slide	
T5003	Creating a “title only” slide	
T5004	Creating a “title and subtitle” slide	
T5005	Creating a “title and subtitle” slide	
T5006	Creating a “title and subtitle” slide	
T5007	Promoting and demoting text (bulleted slide)	
T5008	Promoting and demoting text (bulleted slide)	
T5009	Promoting and demoting text (bulleted slide)	
T5010	Changing text size and emphasis	
T5011	Changing text size and emphasis	
T5012	Changing text size and emphasis	
T5013	Setting up a master slide	
T5014	Setting up a master slide	
T5015	Setting up a master slide	
T5016	Moving text using cut and paste	Summary.ppt
T5017	Moving text using cut and paste	Race.ppt
T5018	Moving text using cut and paste	Candidates.ppt
T5019	Changing text using find and replace	Cost.ppt
T5020	Changing text using find and replace	Deadlines.ppt
T5021	Changing text using find and replace	Hand.ppt
T5022	Checking spelling	SpellA.ppt
T5023	Checking spelling	SpellB.ppt
T5024	Checking spelling	SpellC.ppt
T5025	Changing the background colour	Summary.ppt
T5026	Changing the background colour	Race.ppt
T5027	Changing the background colour	Candidates.ppt
T5028	Inserting an image	Race.ppt + dog.gif
T5029	Inserting an image	Candidates.ppt + member.gif
T5030	Inserting an image	Cash.ppt + Money.jpg
T5031	Drawing shapes and borders	
T5032	Drawing shapes and borders	
T5033	Drawing shapes and borders	
T5034	Adding slide numbers and printing selected slides	
T5035	Adding slide numbers and printing selected slides	
T5036	Adding slide numbers and printing selected slides	
T5037	Printing handouts and outlines	Park.ppt
T5038	Printing handouts and outlines	Selling.ppt
T5039	Printing handouts and outlines	Cairo.ppt
T5040	Changing the slide order and deleting slides	Order.ppt
T5041	Changing the slide order and deleting slides	Blanks.ppt
T5042	Changing the slide order and deleting slides	Saying.ppt
T5043	Adding headers and footers	Selling.ppt
T5044	Adding headers and footers	Park.ppt
T5045	Adding headers and footers	Cairo.ppt

Task list – E-Image Creation

Task No	Details	Data
T6001	Setting canvas size and orientation	
T6002	Setting canvas size and orientation	
T6003	Setting canvas size and orientation	
T6004	Creating a text frame	
T6005	Creating a text frame	
T6006	Creating a text frame	
T6007	Setting font, font size and emphasis	
T6008	Setting font, font size and emphasis	
T6009	Setting font, font size and emphasis	
T6010	Changing text size using Autofit	
T6011	Changing text size using Autofit	
T6012	Changing text size using Autofit	
T6013	Setting canvas and text colours	
T6014	Setting canvas and text colours	
T6015	Setting canvas and text colours	
T6016	Aligning text	
T6017	Aligning and rotating text	
T6018	Aligning and rotating text	
T6019	Inserting an image	Boy4.gif
T6020	Inserting an image	Buildings4.gif
T6021	Inserting an image	Caravan4.gif
T6022	Copying, moving and resizing images	Boy4.gif
T6023	Copying, moving and resizing images	Clock4.gif
T6024	Copying, moving and resizing images	Arrow4.gif
T6025	Cropping and flipping an image	Currency4.gif
T6026	Cropping and flipping an image	Books4.gif
T6027	Cropping and flipping an image	Arrow4.gif
T6028	Drawing lines and applying borders	
T6029	Drawing lines and applying borders	
T6030	Drawing lines	
T6031	Drawing graphic shapes	
T6032	Drawing graphic shapes	
T6033	Drawing graphic shapes	
T6034	Drawing and grouping graphic shapes	
T6035	Drawing and grouping graphic shapes	
T6036	Drawing and grouping graphic shapes	
T6037	Acquiring and printing a digital image	Money.jpg
T6038	Acquiring and printing a digital image	Likely.jpg
T6039	Acquiring and printing a digital image	Snowwhite.jpg
T6040	Changing image resolution	Money.jpg
T6041	Changing image resolution	Likely.jpg
T6042	Changing image resolution	Snowwhite.jpg
T6043	Adding text to a digital image	Money.jpg
T6044	Adding text to a digital image	Caravan4.gif
T6045	Adding text to a digital image	Snowwhite.jpg

Task list – Web Page Creation

Task No	Details	Data
T7001	Creating, saving and printing a web page	-
T7002	Creating, saving and printing a web page	-
T7003	Creating, saving and printing a web page	-
T7004	Creating, saving and printing a web page	-
T7005	Importing a text file	worcs7.txt
T7006	Importing a text file	ironage7.txt
T7007	Importing a text file	recycle7.txt
T7008	Importing a text file	cook7.txt
T7009	Changing text size, style and emphasis	mailmerge7.html
T7010	Changing text size, style and emphasis	recipe7.html
T7011	Changing text size, style and emphasis	awards7.html
T7012	Changing text size, style and emphasis	quality7.html
T7013	Aligning text	stratford7.html
T7014	Aligning text	seeding7.html
T7015	Aligning text	fonts7.html
T7016	Aligning text	leftright7.html
T7017	Viewing and printing web pages from the browser	caravan7.html
T7018	Viewing and printing web pages from the browser	gregory7.html
T7019	Viewing and printing web pages from the browser	tearoom7.html
T7020	Viewing and printing web pages from the browser	butterfly7.html
T7021	Viewing and printing HTML code	style7.html
T7022	Viewing and printing HTML code	size7.html
T7023	Viewing and printing HTML code	bold7.html
T7024	Viewing and printing HTML code	multi7.html
T7025	Changing the background colour	bluyel7.html
T7026	Changing the background colour	whired7.html
T7027	Changing the background colour	yelmar7.html
T7028	Changing the background colour	bluwhi7.html
T7029	Inserting an image	fitness7.html & boy7.gif
T7030	Inserting an image	cust7.html & comp7.gif
T7031	Inserting an image	product7.html & offer7.jpg
T7032	Inserting an image	library7.html & books7.gif
T7033	Creating local hyperlinks	-
T7034	Creating local hyperlinks	-
T7035	Creating local hyperlinks	crash7.html & fleet7.html
T7036	Creating local hyperlinks	num1_7.html & num2_7.html
T7037	Creating external hyperlinks	-
T7038	Creating external hyperlinks	-
T7039	Creating external hyperlinks	-
T7040	Creating external hyperlinks	imglink7.html
T7041	Creating E-mail links	-
T7042	Creating E-mail links	-
T7043	Creating E-mail links	-
T7044	Creating E-mail links	support7.html
T7045	Creating E-mail links	enrol7.html

Task list – Online Communication

Task No	Details	Data
T8001	Visiting a specific web site and printing a web page	
T8002	Visiting a specific web site and printing a web page	
T8003	Visiting a specific web site and printing a web page	
T8004	Setting page orientation and printing part of a web page	
T8005	Setting page orientation and printing part of a web page	
T8006	Setting page orientation and printing part of a web page	
T8007	Using Hyperlinks and retracing your steps	
T8008	Using Hyperlinks and retracing your steps	
T8009	Using Hyperlinks and retracing your steps	
T8010	Searching the World Wide Web	
T8011	Searching the World Wide Web	
T8012	Searching the World Wide Web	
T8013	Searching within a specific web site	
T8014	Searching within a specific web site	
T8015	Searching within a specific web site	
T8016	Bookmarking a web site	
T8017	Bookmarking a web site	
T8018	Bookmarking a web site	
T8019	Saving a web page	
T8020	Saving a web page	
T8021	Saving a web page	
T8022	Finding and saving images	
T8023	Finding and saving images	
T8024	Finding and saving images	
T8025	Sending and printing an email	
T8026	Sending and printing an email	
T8027	Sending and printing an email	
T8028	Receiving, replying to and deleting emails	Message Task28
T8029	Receiving, replying to and deleting emails	Message Task29
T8030	Receiving, replying to and deleting emails	Message Task30
T8031	Forwarding an email	Message Task31
T8032	Forwarding an email	Message Task32
T8033	Forwarding an email	Message Task33
T8034	Storing and recalling email addresses	
T8035	Storing and recalling email addresses	
T8036	Storing and recalling email addresses	
T8037	Sending an email with an attachment	apprent.gif
T8038	Sending an email with an attachment	sister.gif
T8039	Sending an email with an attachment	contents.doc
T8040	Saving an attachment and virus checking	Message Task40
T8041	Saving an attachment and virus checking	Message Task41
T8042	Saving an attachment and virus checking	Message Task42
T8043	Printing out Inbox and folder contents	Message Task43
T8044	Printing out Inbox and folder contents	Message Task44
T8045	Printing out Inbox and folder contents	Message Task45