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PRACTICE ASSIGNMENTS FOR CLAIT 2006 - LEVEL 1

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The following eight units are available on a unit by unit basis.

UNIT 1 - FILE MANAGEMENT AND e-DOCUMENT PRODUCTION
UNIT 2 - CREATING SPREADSHEETS AND GRAPHS
UNIT 3 - DATABASE MANIPULATION
UNIT 4 - e-PUBLICATION CREATION
UNIT 5 - CREATE AN e-PRESENTATION
UNIT 6 - e-IMAGE CREATION
UNIT 7 - WEB PAGE CREATION
UNIT 8 - ONLINE COMMUNICATION

The following pages contain a sample assignment and a sample solution from Unit 1, FILE MANAGEMENT AND e-DOCUMENT PRODUCTION.

This sample is provided for perusal purposes only, and the data files are therefore not supplied.

Please contact us if you have any questions whatsoever, or require any further information. Email: info@justclait.co.uk

LEVEL 1 CERTIFICATE FOR IT USERS (NEW CLAIT) (2006)**Unit 1: File Management and e-Document Production**

Preparation by Tutors

Candidates must be provided with the following files and folders.

The folder called **MB1S2** containing:

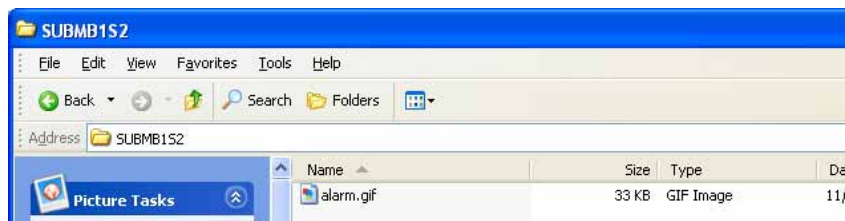
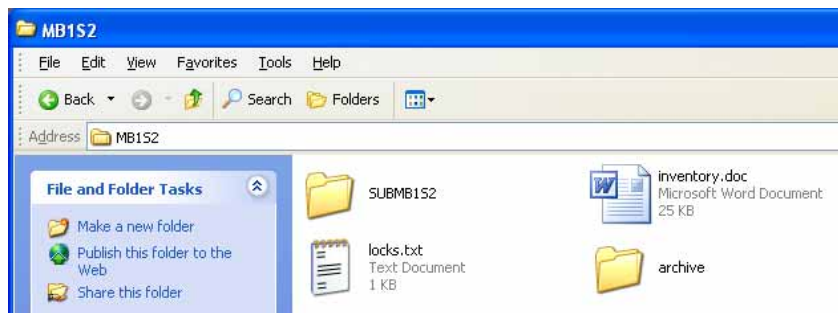
a text file called **locks** supplied in .text format

a file called **inventory** in .doc format (Word format)

a sub-folder called **SUBMB1S2** containing an image called **alarm** supplied in .gif format

a sub-folder called **archive**

(Note: if you are not using Word, there is a file called inventory.txt in the folder **NotWord**. Tutors can resave this file in the version of the Word Processing software to be used. Replace the file inventory.doc with this newly saved file.)

Folder structure

Candidates must demonstrate that they can use a password. This can be a password to log on to the computer system or a password to access a drive or a file. Candidates must be given the password and made aware at what point they will require the password at the beginning 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.

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.

Scenario

You are the secretary of a Neighbourhood Watch scheme. You have been asked to produce some literature to help explain what the scheme is all about.

TASK 1

You are going to organise files and folders.

1. During this assessment you will need a login and/or password to gain access to data. If you do not use a password to log on to the computer system, your tutor will tell you the password and when it will be needed.
2. Rename the folder called **MB1S2** to be **scheme (your name)**.
3. In this folder create a new sub-folder called **literature**.
4. In the folder **scheme (your name)** delete the sub-folder called **archive**.
5. Copy the text file provided called **locks** to the sub-folder **literature**.
6. Move the image provided called **alarm** from the folder **SUBMB1S2** into the sub-folder **literature**.
7. Place screen prints of the following folders (showing their contents) into a new document:

scheme (your name)
literature
8. Make sure that all the contents of the folders will be clearly visible when printed.
9. Enter **your name** on the new document.
10. Save the document containing the screen prints.
11. Print the document containing the screen prints.
12. Close all files and folders.

TASK 2

1. Create a new word processing document.
2. Set the page orientation to **portrait**.
3. Set the **bottom, left** and **right** margins to **3.2 cm**
4. Set the font to a **Times** font type.
5. Set the font size to **12**
6. Enter the following text in **single line spacing**. Make sure the text is **left aligned** with a ragged right margin.

Neighbourhood Watch

For most people having a watchful neighbour is a very reassuring and effective way to deter criminals. In fact, twice as many people think a neighbour that keeps an eye on their home is better than an alarm system.

It's no wonder then, that neighbourhood watch schemes are very popular amongst the British public with over a quarter of all UK households joining up.

As well as deterring criminals, neighbourhood watch schemes can help to bring local people together. They also create links between the community and local police, who are enthusiastic supporters of neighbourhood watch.

Insurance companies have also noticed the benefits of householders joining schemes, with many offering members discounts on house insurance premiums.

For details of a scheme near you, or for more information on how to set up a scheme in your neighbourhood, contact your local police station or get in touch with the National Neighbourhood Watch Association.

7. Save the document using the filename **nwjoin**.
8. Close the file.

TASK 3

1. Open the file you saved in Task 2 called **nwjoin**.
2. Below the last paragraph, leave at least one clear line space.
3. Create a table with **3 columns** and **3 rows**.
4. Enter the data below in the table:

Note: You can use any alignment for the text in the table, and the text does not have to be in bold.

Company	Tel No.	Contact
Homesure	02687 234967	Ken Wilson
Homeguard	01467 854234	Anne Goodman

5. Make sure all the text in the table is fully displayed.
6. Format the names **Ken Wilson** and **Anne Goodman** to be **italics**.
7. Make sure all borders will be displayed for the table on the printout.
8. Go to the paragraph that starts **It's no wonder then....**

Add the following text to the end of the paragraph after...**joining up**.

Now there are over 150,000 schemes covering over six million homes.

9. In the footer, using any layout, enter the following:

your name
your centre number
an automatic date

10. Check the document for errors and carry out a spell check.
11. Save your file keeping the filename **nwjoin**.
12. Print one copy of the file **nwjoin**.
13. Close the file called **nwjoin**.

TASK 4

You will be making the amendments below in the file called **inventory**.

1. Open the file called **inventory** that is located in the folder called **scheme (your name)**.
2. Save the file using the filename **newinvent** in the folder called **scheme (your name)**.
3. Make sure that the text is fully justified.
4. Centre only the heading **Do you know what is in your house?**
5. Move the paragraph that begins **If you have antiques....** to become the last paragraph of the document.
6. Go to the paragraph that starts **Start by making a....**

Delete the text **in your house**

7. Go to the paragraph that starts **Start by making a ...**
Insert a paragraph break and a clear line space after **....your pots and pans.**
8. Replace the word **house** with the word **home** wherever it occurs (two times in all).
9. Apply a bullet character to the following four lines of text:

The year in which it was bought
The price when new
Serial numbers and the correct make and model
Whether you take them away from home (cameras, jewellery etc.)

10. Indent the first line of the paragraph that starts **This might be an odd....**
11. Apply **double line** spacing to the paragraph beginning **If you have antiques....**
12. Using the software facilities, carry out a word count in the file.
13. Enter the number of words in the document below the last paragraph, using any alignment and style.
14. In the footer enter:

your name
your centre number
an automatic date
an automatic filename

15. Save the file keeping the filename **newinvent**.

16. Print one copy of the file **newinvent**.

17. Close all open documents.

Make sure that you check your printouts for accuracy.

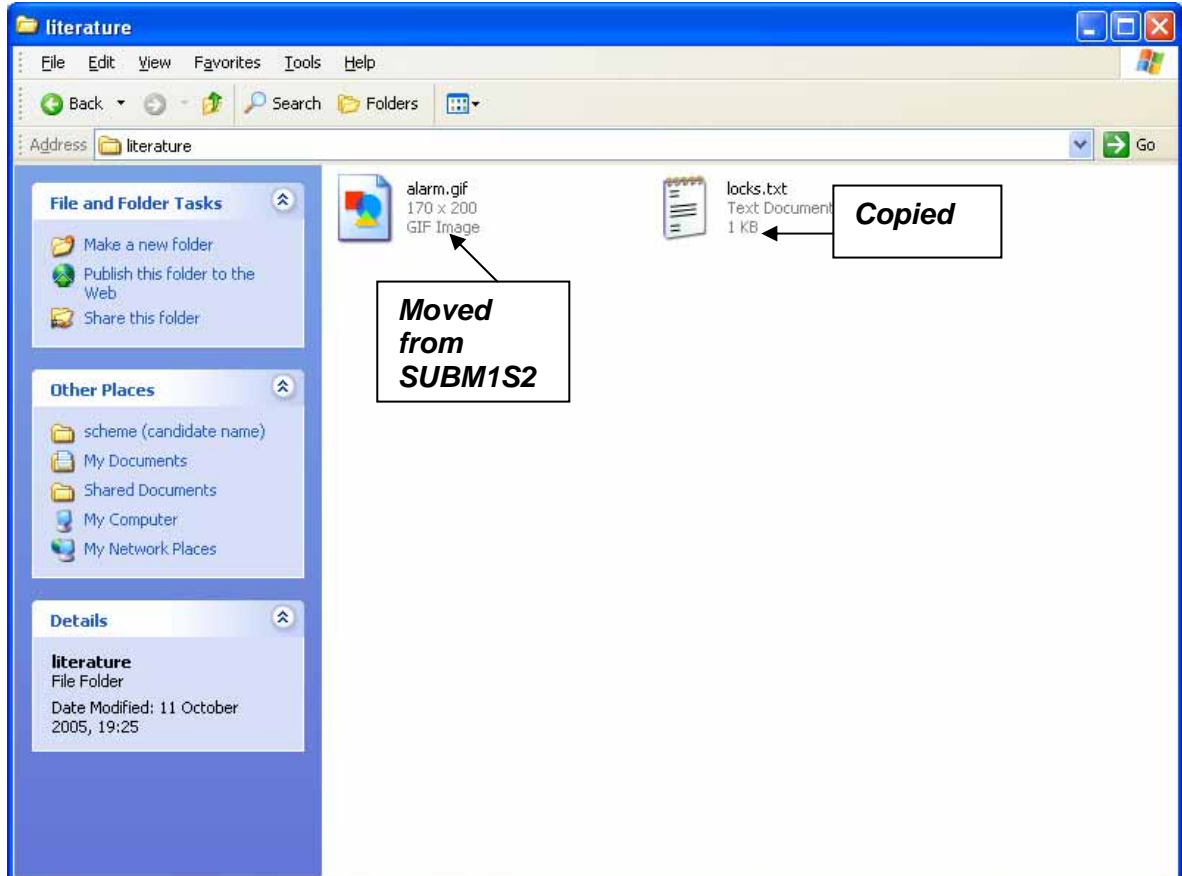
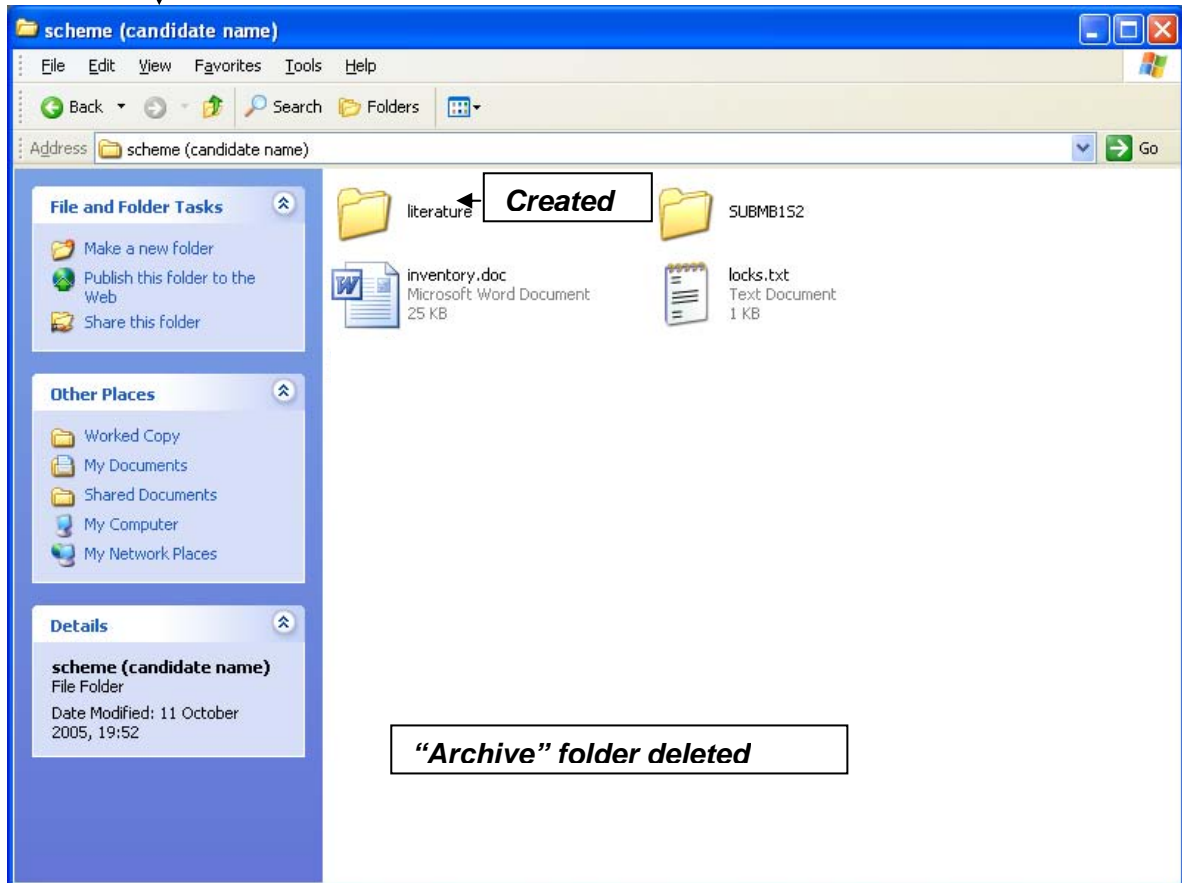
You should have the following printouts:

your screen prints

nwjoin

newinvent

Folder Renamed



Candidate name

Neighbourhood Watch

For most people having a watchful neighbour is a very reassuring and effective way to deter criminals. In fact, twice as many people think a neighbour that keeps an eye on their home is better than an alarm system.

It's no wonder then, that neighbourhood watch schemes are very popular amongst the British public with over a quarter of all UK households joining up. Now there are over 150,000 schemes covering over six million homes.

As well as deterring criminals, neighbourhood watch schemes can help to bring local people together. They also create links between the community and local police, who are enthusiastic supporters of neighbourhood watch.

Insurance companies have also noticed the benefits of householders joining schemes, with many offering members discounts on house insurance premiums.

For details of a scheme near you, or for more information on how to set up a scheme in your neighbourhood, contact your local police station or get in touch with the National Neighbourhood Watch Association.

Company	Tel No.	Contact
Homesure	02687 234967	<i>Ken Wilson</i>
Homeguard	01467 854234	<i>Anne Goodman</i>

***Table inserted
Text visible
Borders printed***

Italics

***Portrait
Bottom, left and right margins = 3.2cms
Font = Times
Font size = 12
Text entered as specified
Left aligned
Single line spacing***

Saved as "nwjoin"

<i>Candidate name</i>	<i>Centre No.</i>	<i>Automatic date</i>
------------------------------	--------------------------	------------------------------

2 replacements

Centred

Do you know what is in your home?

Indented

Justified

This might be an odd question to ask, but keeping a list of the things you own is an often overlooked security measure.

Text deleted

Start by making a list of everything you own. It's probably worth keeping a different list for each room and try not to miss anything. Include carpets, clothes, furniture, even your pots and pans.

Paragraph break

Don't forget things in the garage, the shed or the garden.

When you have your list of items together add the following information for each item:

- The year in which it was bought
- The price when new
- Serial numbers and the correct make and model
- Whether you take them away from home (cameras, jewellery etc.)

Bullets

Many insurance companies now like to have proof of purchase or some way of showing you actually owned the property, as well as the condition it was in.

If you have antiques or other items in your home that may be worth a lot of money, or which have great sentimental value, get a proper valuation done.

LS x 2

Moved

181

Word count

Candidate name	Centre No.	Automatic date	Automatic filename (newinvent)
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4. e-PUBLICATION CREATION	EPA4	£5.00	✓	EPT4	£5.00	✓	EWB4	£15.00	✓
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