



PRACTICE TASKS FOR CLAIT 2006 - LEVEL 1
UNIT 1 – FILE MANAGEMENT AND E-DOCUMENT PRODUCTION
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A comprehensive set of practical tasks designed to give learners practise at specific assessment objectives for Unit 1 of the OCR Clait 2006 Level 1 qualification.

The tasks and solutions are supplied on CD-ROM in PDF format. They can be printed out easily and quickly without the need for any other software other than Acrobat Reader, which is supplied on the CD. The tasks can be placed on an Intranet for easy access by students and staff. They are also available in editable Word format.

Each stand-alone exercise is supplied with all the required data files, and comes complete with a fully annotated marking copy, so that students or tutors can quickly and easily check their work.

There are 45 individual tasks and solutions which combine to cover all the evidence based assessment objectives of Unit 1 of the OCR Clait 2006 Level 1 qualification.

They are designed to be used by learners to practise and assess specific skills. They are perfect as “build-up” tasks before learners attempt “full blown” practice or live assignments. They are brilliant for providing learners with additional practice in specific areas where extra reinforcement is required.

The tasks are completely independent. They can be tackled selectively and in any order. Any required “raw” data files are supplied for each task in Word format.

Although specifically designed for CLAIT, the tasks are suitable for any I.T. course or qualification involving basic word processing and file management skills.

All the tasks are very clearly laid out, identifying the skills included in the task and the names of any data files that are required. All the data files are task specific, and can be placed in any work area required (e.g. floppy disk, local hard drive, network drive).

The majority of tasks and solutions fit onto a single sheet of A4. Solutions are very clearly annotated, making it quick and easy to establish whether the task objectives have been met.

You are allowed to print and photocopy the materials as many times as you wish.

The tasks that are included are listed overleaf, together with a sample task and solution.

LIST OF TASKS AND SOLUTIONS

Task No	Details
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
T0005	Opening, editing and saving a document
T0006	Opening, editing and saving a document
T0007	Setting page margins and orientation
T0008	Setting page margins and orientation
T0009	Setting page margins and orientation
T0010	Aligning and indenting text
T0011	Aligning and indenting text
T0012	Aligning and indenting text
T0013	Inserting paragraph breaks and setting line spacing
T0014	Inserting paragraph breaks and setting line spacing
T0015	Inserting paragraph breaks and setting line spacing
T0016	Correcting spelling and grammar and word count
T0017	Correcting spelling and grammar and word count
T0018	Correcting spelling and grammar and word count
T0019	Changing font, font sizes and emphasis
T0020	Changing font, font sizes and emphasis
T0021	Changing font, font sizes and emphasis
T0022	Inserting text, cut and paste
T0023	Inserting text, cut and paste
T0024	Cut, copy and paste
T0025	Search and replace
T0026	Search and replace
T0027	Search and replace
T0028	Bullets and numbering
T0029	Bullets and numbering
T0030	Bullets and numbering
T0031	Inserting a table
T0032	Inserting a table
T0033	Inserting a table
T0034	Headers and footers
T0035	Headers and footers
T0036	Headers and footers
T0037	Printing folder contents
T0038	Printing folder contents
T0039	Printing folder contents
T0040	Creating, moving and deleting folders
T0041	Creating, moving and deleting folders
T0042	Creating, moving and deleting folders
T0043	Copying, moving and deleting files
T0044	Copying, moving and deleting files
T0045	Copying, moving and deleting files

NB: The tasks are incorporated in the JustClait unit workbook. The workbook, however, does not include the solutions.

TASK 0011 – ALIGNING AND INDENTING TEXT

This task covers the following skills

**OPENING A DOCUMENT
ALIGNING TEXT
INDENTING TEXT**

The data files required for this exercise are: **recipe1**

1. Load a word-processing application
2. Open the document called **recipe1**
3. Centre align the list of ingredients, from **2 cloves garlic....** to **450g/1lb shallots...**
4. Centre align the list of ingredients for the gravy, from **1 tbsp plain flour** to **extra sprigs...**
5. Make sure that the headings **Ingredients**, **For the gravy** and **Method** are left aligned
6. Fully justify the last three paragraphs, beginning **Preheat the oven....**, **Place the lamb....**, and **During the last....**
7. Indent the last three paragraphs by 1 cm from the left and the right margins
8. Save the document using the new filename **recipe1new**
9. Print a single copy of the document
10. Close the word-processing application

End of task

SOLUTION 0011 – ALIGNING AND INDENTING TEXT

Ingredients Left aligned

2 cloves garlic, peeled and crushed
2 x 400g packs cooked baby beetroot (not in vinegar), halved or quartered
2 tbsp fresh rosemary, chopped
2 tbsp redcurrant jelly or Cumberland sauce
900g/2lb lean lamb joint
salt and freshly ground black pepper
450g/1lb shallots, peeled and left whole

Centre aligned

For the gravy Left aligned

1 tbsp plain flour
300ml/½ pint lamb stock, hot
dash Port, Madeira or Sherry
extra sprigs fresh rosemary, to garnish

Centre aligned

Method Left aligned

Preheat the oven to 180C/350F/Gas 4. Place the garlic and 75g/3oz beetroot into a food processor or blender and whizz together until nearly smooth. Stir in the rosemary and redcurrant jelly or Cumberland sauce. Cover and set aside.

Fully justified

Place the lamb joint onto a chopping board. Make several incisions over the surface of the joint. Position a metal rack over a large non-stick roasting tin and add the joint. Season and roast for 1¼ to 1½ hours.

Fully justified

During the last 40 minutes before the end of cooking add the remaining beetroot with the shallots in the base of the roasting tin, remove the rack and position the joint on top of the vegetables.

Last three paragraphs indented 1 cm from both margins

Marking checklist

Document opened, text aligned and printed as above
Document saved using the new filename **recipe1new**
The word-processing application closed



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