

Candidate A Exemplar Work

Part 2 of 3

GCE in Applied ICT

OCR Advanced Subsidiary GCE in Applied ICT: H115/H315

Unit G040: Using ICT to communicate

Applied ICT

G040

Strand D

Staff Presentation

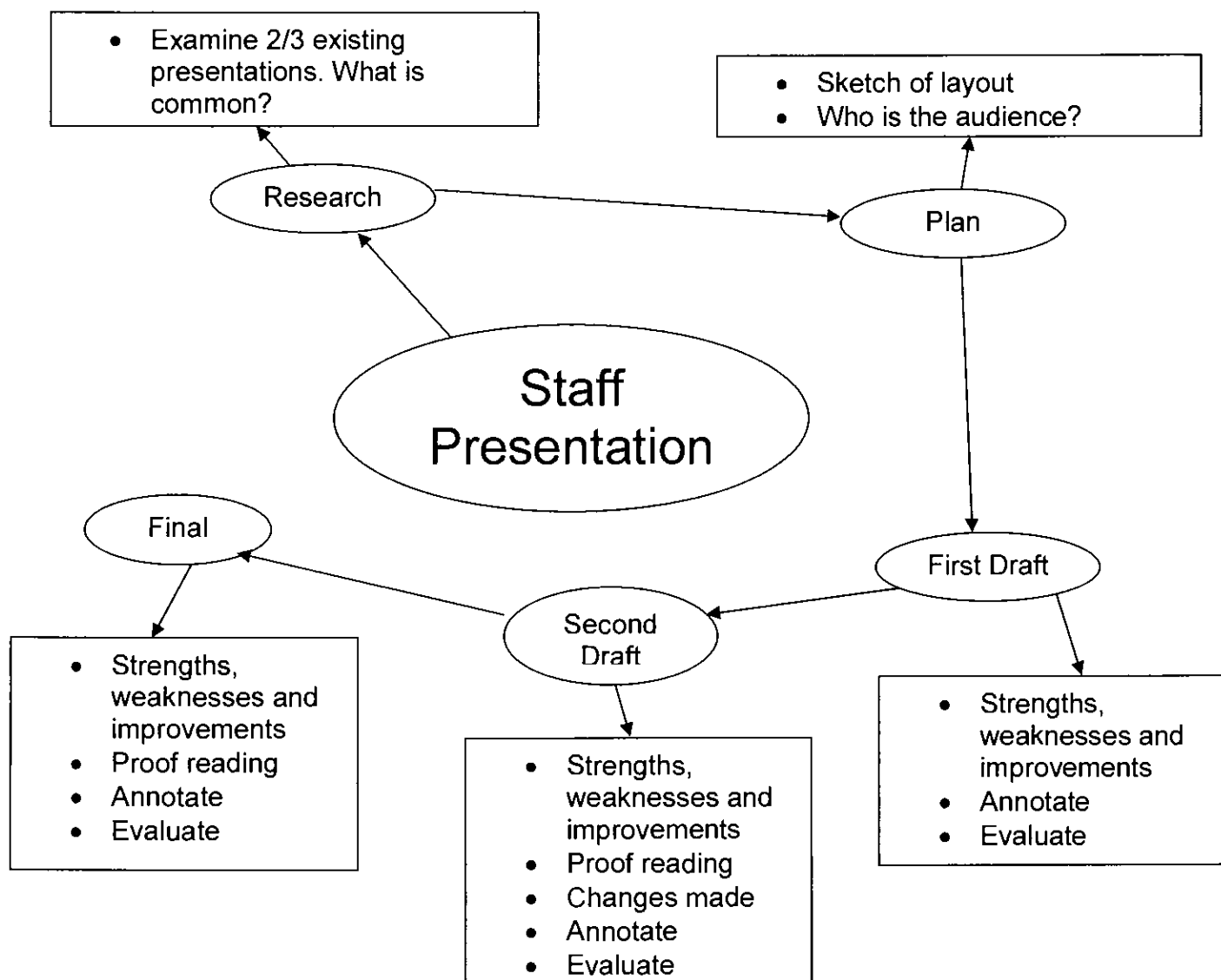
12C

For this unit I will create six business documents, I will:

- Analyse and create letter drafts and a final letter with a house style with logo
- Analyse and create advert drafts and final advert with a house style
- Create and analyse invoice drafts and final invoice
- Create and analyse web page drafts and a final web page
- Create a staff presentation
- Create a handbook/booklet on technologies

For this part of the six documents I will:

- **Create a staff presentation**



For this part of my unit I will be creating a staff presentation. This presentation will be about my company. It will be a presentation for my staff members of my company, talking about their induction and the rules of the company.

I will then move on to:

Research existing staff presentations

- I will examine 2 or 3 existing presentations in detail.
- Say which elements are common between them and I will state what elements I like and which ones that I will use.

Plan out my presentations

- I will sketch out the layout of my advert using boxes to show the placement of each element.
- State who my audience is
- Create a plan and update it regularly
- State any other considerations like costs

First draft

- Create my first draft
- Discuss what I did to create my first draft
- Talk about the good and bad points, and how I can improve my draft
- Annotate the printed copy
- Evaluate

Second draft

- Create my second draft
- Discuss what I improved from my first draft
- Talk about the good and bad points, and how I can improve my draft to create my final
- Annotate the printed copy
- Evaluate

Final

- Create my final draft
- Discuss what I improved from my second draft
- Talk about the good and bad points, and how I can improve my final
- Evaluate

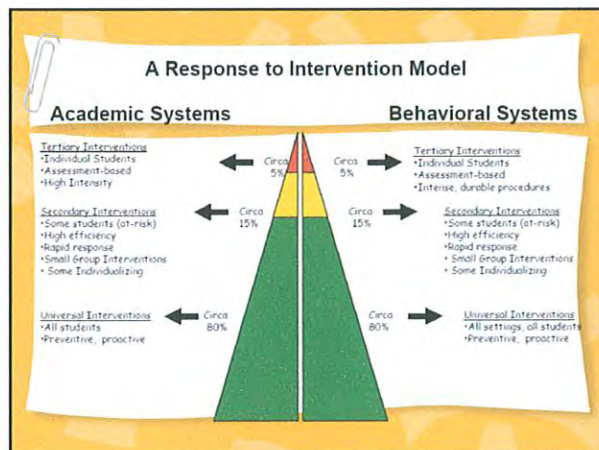
Research

MISSION STATEMENT:

TO CREATE A POSITIVE AND
RESPECTFUL LEARNING COMMUNITY
COMMITTED TO HIGH QUALITY
TEACHING AND LEARNING.

Every class will get a [banner](#) with mission statement that must be displayed within the classroom.

A) Positive Behaviour Support



B) Response to Intervention

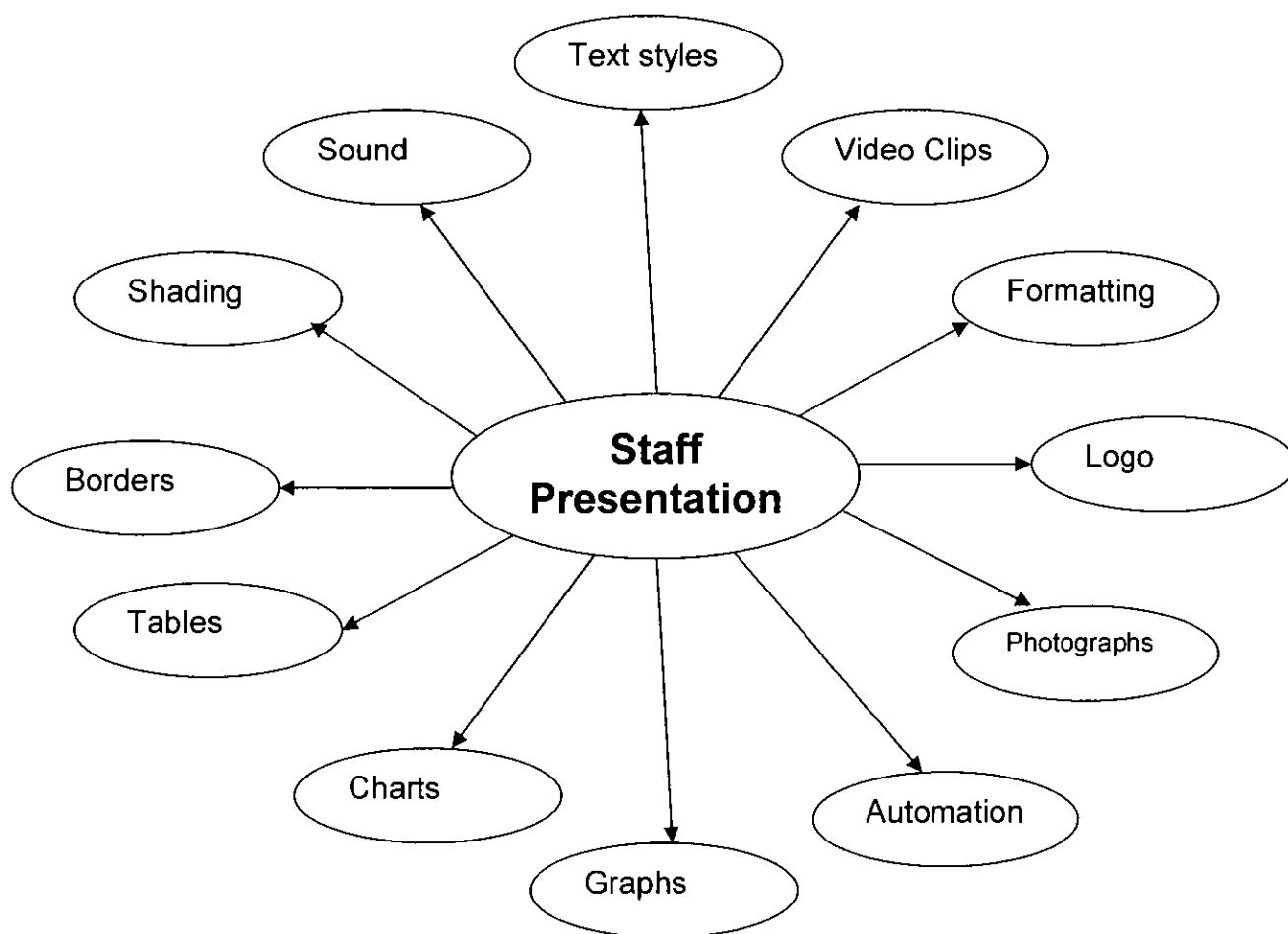


HSE Management Standards Approach

Please feel free to use the information provided in this presentation in your own presentations. Where appropriate, we have included speaker notes for you

Good and Bad point of research				
	Requirements	Research 1	Research 2	Research 3
Text styles	X	X	X	X
Page layout	X	X	X	X
Paragraph formatting	X	X	X	X
Formatted text	X	X	X	X
Graphics – logo	X			
Graphics – photographs	X	X	X	X
Graphics – clip art	X	X	X	X
Graphics - line drawings	X	X	X	X
Graphics - graphs	X			
Graphics – charts	X		X	
Tables	X			
Borders	X		X	
Shading	X		X	
Sound	X			
Video clips	X			
Automation	X	X	X	X

What I intend on using:



Combining ElementsLocating, adapting and combining information

To create this image:



From this source:

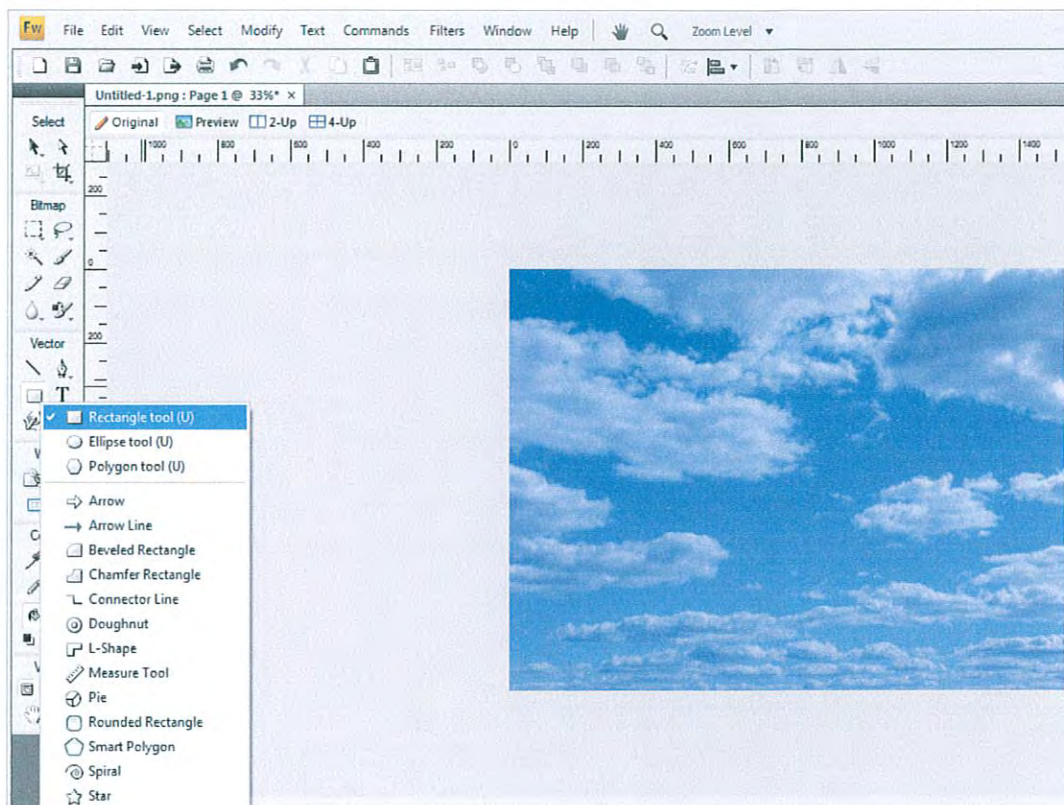
Source for picture:

http://www.wallpapergate.com/data/media/1254/Clouds_021.jpg

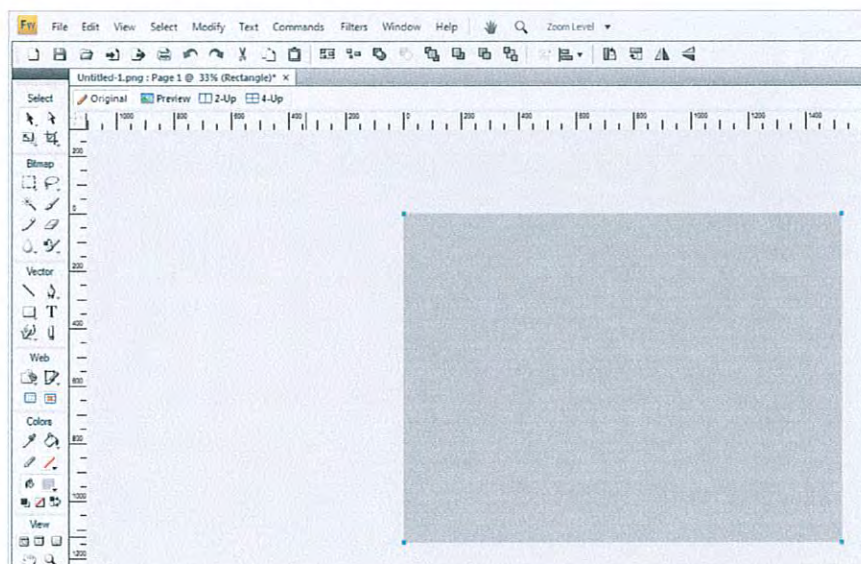
I started off with this picture in Fireworks.



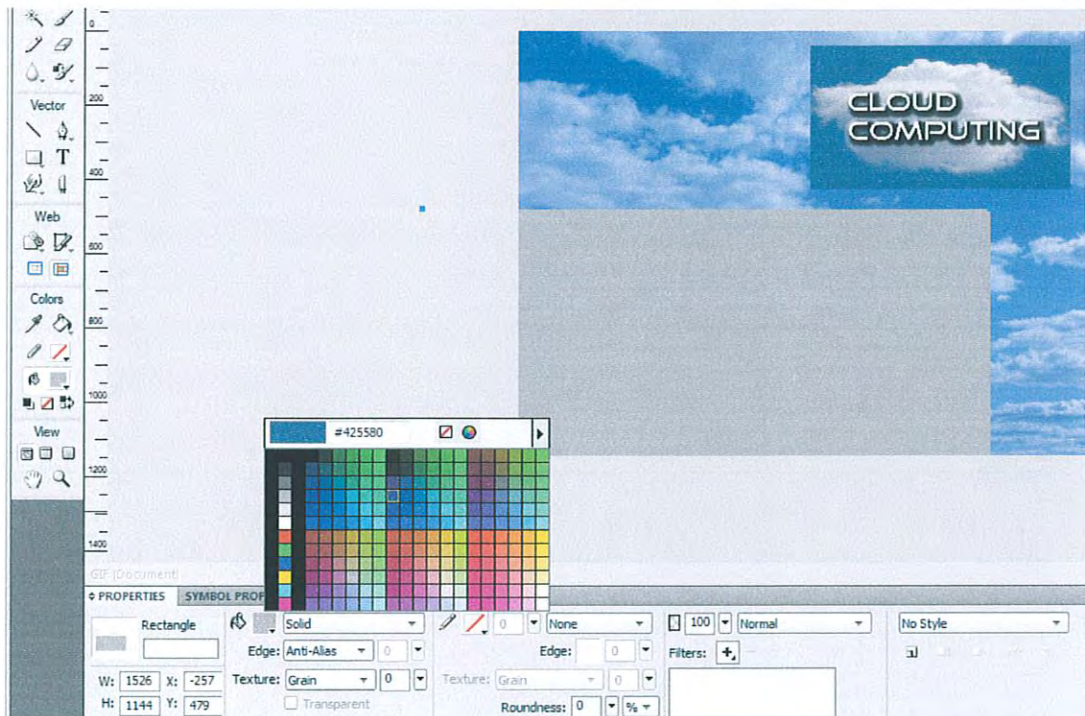
I then selected the shape tool and selected a rectangle



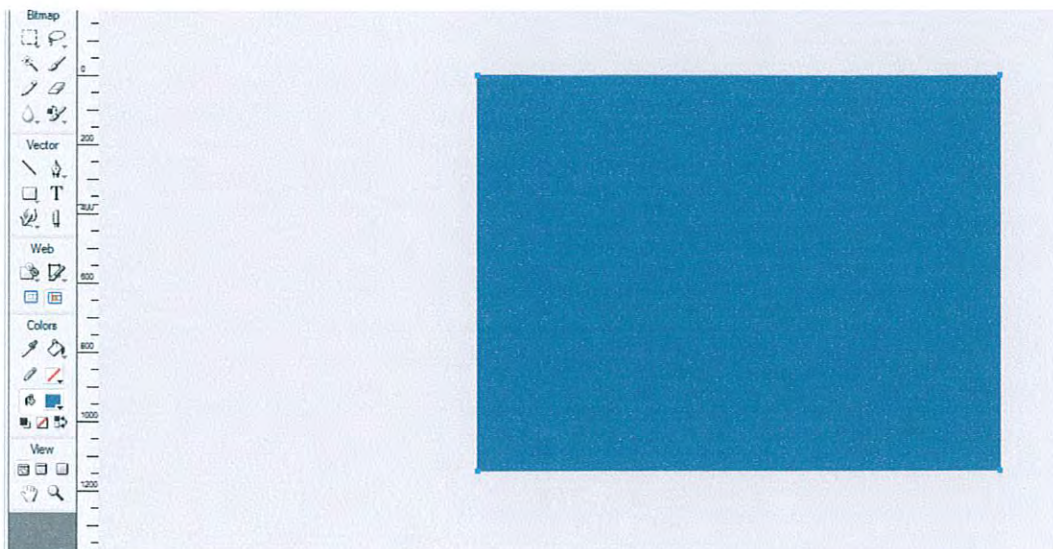
With the rectangle, I made it so it would fit over the top of my image, and it was automatically coloured grey.



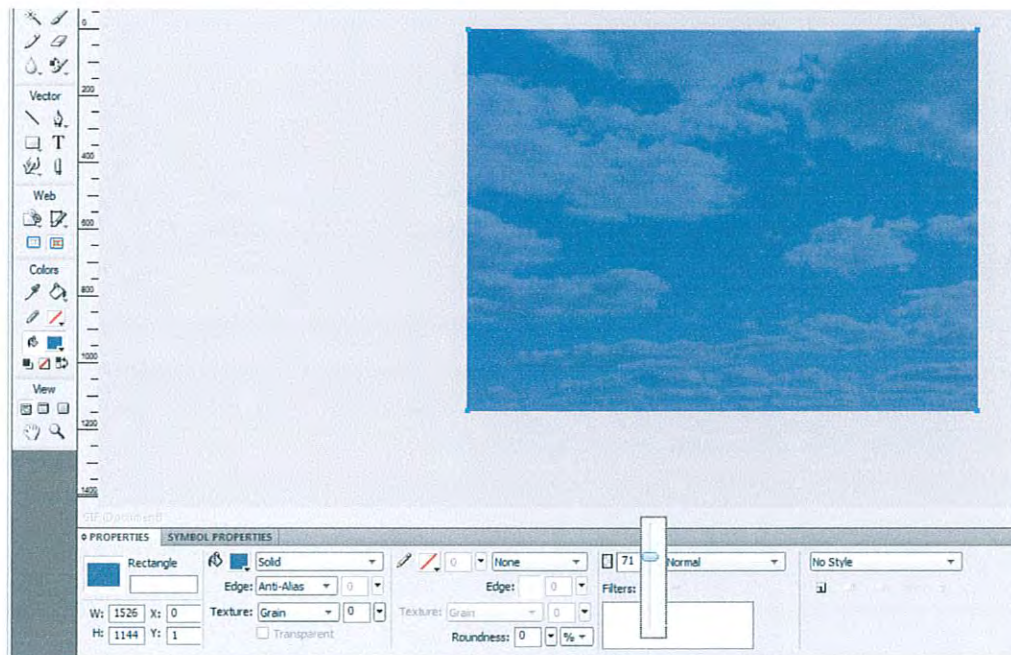
I then dragged my grey box down to the bottom left for while. This enabled me to located my Cloud Computing logo and bring this into the document, to get the same blue colour. This keeps the consistency of my corporate image.



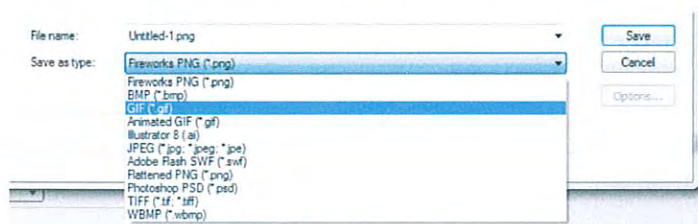
I then deleted the Cloud Computing logo and moved my blue box back over in line with my picture.



I then changed the transparency of the blue box to around 70%. This enabled the clouds to show through, but still kept the blue colour of my company.



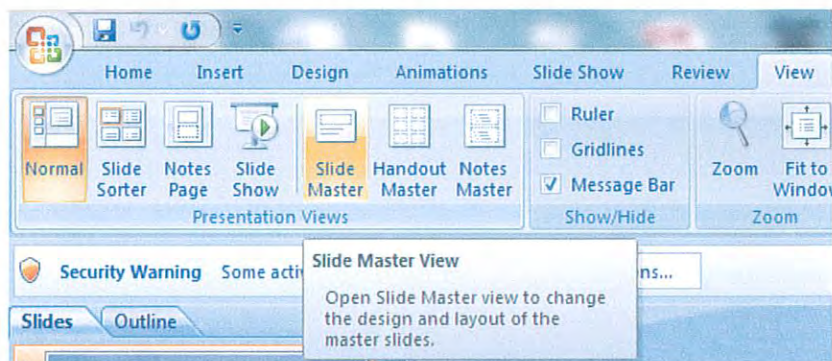
I then saved the image as a GIF because this supports transparency. The picture was then imported into PowerPoint to be used in my presentation.



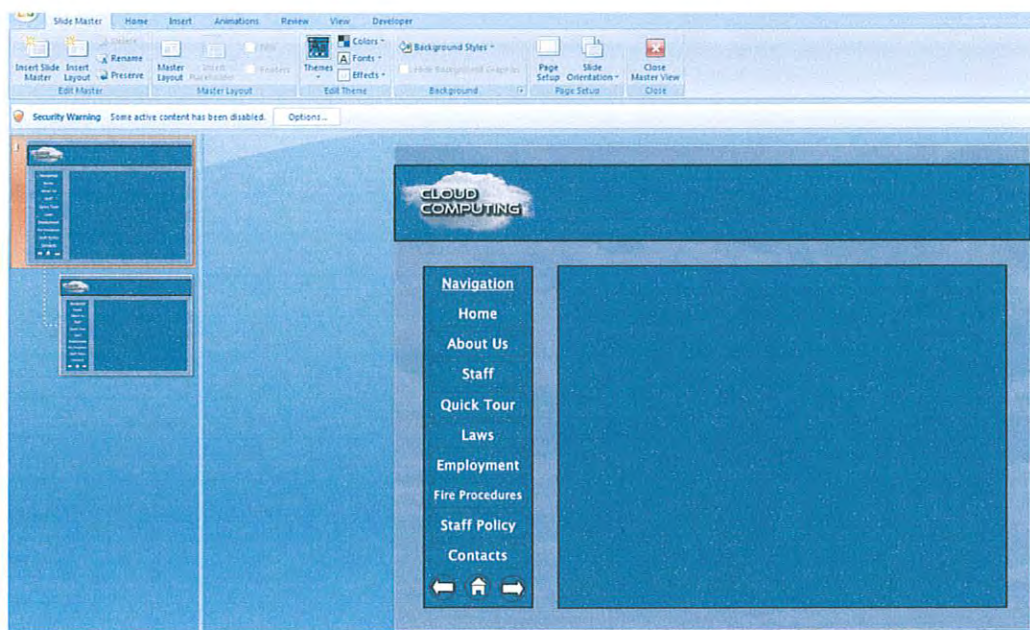
Master Slide for automation

The master slide is a slide that will act as a template for all slides in the PowerPoint. Changes that are made on this slide will be made on all of the slides throughout the PowerPoint.

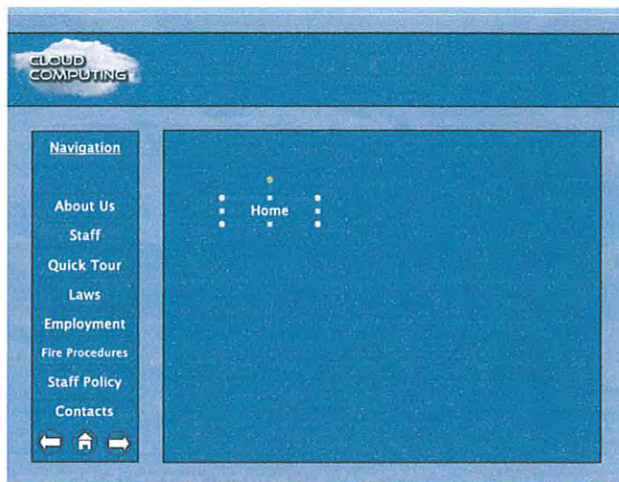
To view the master slide you go to view and then master slide (PowerPoint 2007)



Once in here I can change my design or create a new master slide:



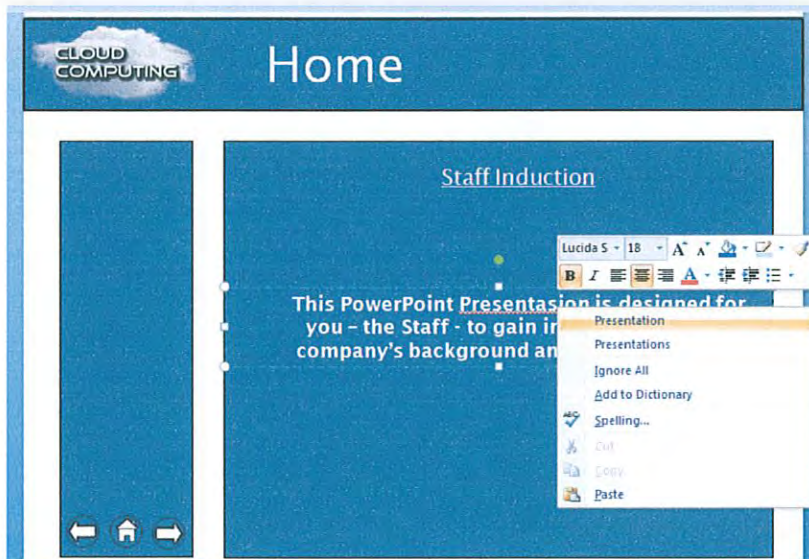
All of these elements can then be selected or moved:



Master slides allow you to automate your slides so that with one change on your master slide, you are able to change all of the slides at once. I also made my navigation in my master slide, allowing me to just have the text on all of my slides, sat on top of my master slide with navigation already in. The navigation also has hyperlinks, and the navigation text at the top of the navigation box is an animated GIF.

Spell check

Spell check was used on all of the slides and this helped me to correct spellings on my presentation as shown below:



It gives me different options for words that I may have meant.

Plan

Staff Induction

- 1) About the Company – Graph of last 5 years sales
- 2) Mission Statement
- 3) Organisational Chart of staff
- 4) Quick Tour
- 5) Laws – Data protection, health and safety
- 6) Contract of Employment – working hours, rates of pay, sickness, maternity leave, disciplinary procedure
- 7) Fire procedures – locations, exits, use of fire alarms/items
- 8) Staff Email and Internet Policy/Electronic communications act
- 9) Contacts

Logo Title

Nav Bar

Home

Staff Induction

This PowerPoint Presentation is designed for you - the Staff - to gain information on the company's background and how we operate.

Back Home Forward Main box

Cloud Computing - What is it?

"Cloud computing" is a buzzword that is used in the computing industry. The concept is that your information is stored somewhere other than on your computers, and then you connect when needed.

Easy Navigation Explanation

Cloud Computing - Where are we?

Cloud computing is based in **London** at prestigious **Canary Wharf** - the heart of many multinational HQ's.

Bold

Cloud Computing - What do we provide?

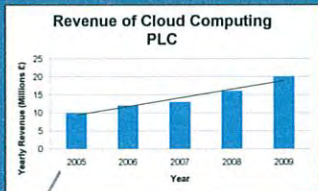
We provide a range of services for our customers which include:

- IT Support
- Workstations
- Servers
- Web Design
- Web Hosting
- Domain Names

List

Cloud Computing - A growing company

Revenue of Cloud Computing PLC



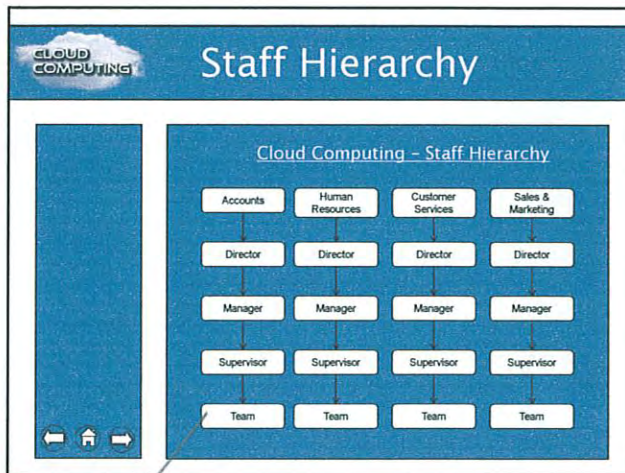
Graph from Excel

Our Mission Statement

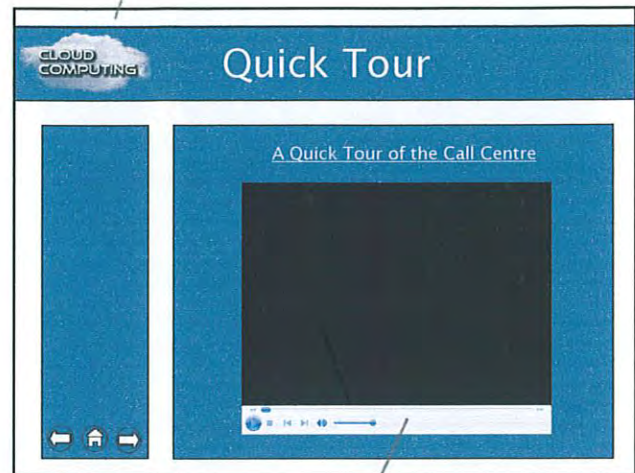
"Make the consumers smile, and we smile too"

Bold, Quote

Looks bad with white.



Animated Hierarchy



WMV interface to display video (that I created)

Laws

Data Protection Act 1998

- Data must be used for a specific purpose
- Data must not be passed on without consent
- You must have access to the information held about you

Laws

Health and Safety at Work etc. Act 1974

- Securing the health, safety and welfare of persons at work
- Protecting persons against risks to health or safety at work

Bullet points

Contract of Employment

Working hours and rates of pay

All staff are to attend work between the hours of:
9:00am - 5:30pm (Monday - Friday)

Contract of Employment

Sickness and Statutory Sick Pay

Proof of sickness will be required so that we have enough time to react to the situation.
You must phone in to Cloud Computing by 10:00am on the first day of absence.

Needs more details




Contract of Employment

Maternity Leave

You can start to take Maternity Leave when it is 11 weeks before your baby is due.

You have the right to up to 52 weeks of maternity leave

← ⌂ →



Contract of Employment


Disciplinary Procedures

If an issue occurs we will:

- Send you a letter setting out the issue
- You may appeal against the decision

← ⌂ →

All slides : Lack Information




Fire Procedures

Fire exits and Assembly Points

Throughout the site there are fire alarms and fire extinguishers. These must only be used if there is a fire in the building.

← ⌂ →




Fire Procedures

Fire Drills

All staff will be informed when a fire drill is to be carried out.

This will only be a drill to ensure that we can exit the building properly and efficiently.

← ⌂ →




Staff Email and Internet Policies

Email and Internet usage

All of internet usage throughout the building will be filtered to take out any potential threats to the company, or inappropriate material being on computers.

← ⌂ →



Contacts

Useful Contacts for in house phones

- Kerry Smith (Head of Staff) - Dial 1
- George Davies (Staff Support) - Dial 3
- In house directories - Press #

← ⌂ →

<u>First draft strengths and weaknesses</u>	
<u>Strengths</u>	<u>Weaknesses</u>
Website Layout	No background colour on the master slide
Blue colours (follows corporate image)	Lack of text
Good navigation buttons	Lack of pictures
Easy navigation	Lack of colour
Good explanations in some places	Needs more detail in places
Good use of bold	White background does not look good
Use of graphs from excel	No animated GIF's
Use of lists	
Quotes	
Animation	
Video	
Bullet points	

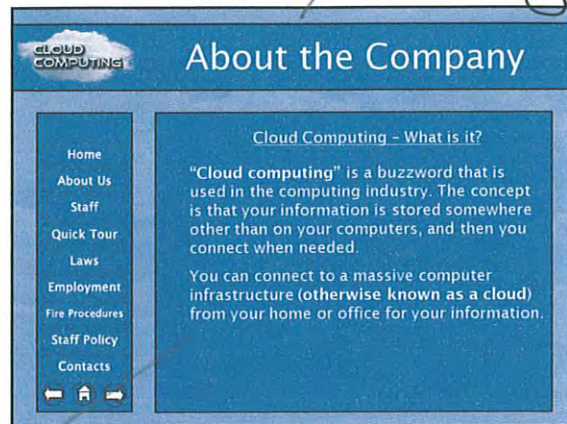
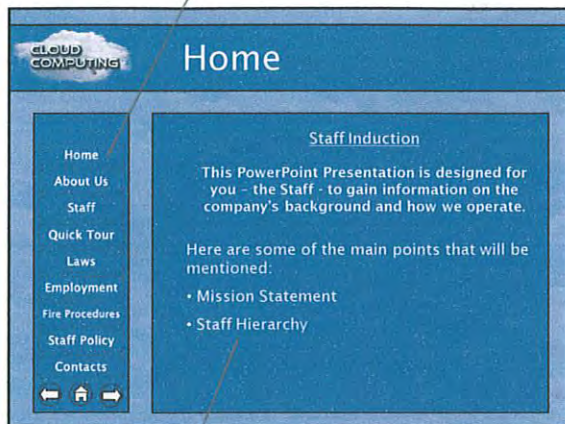
<u>First draft improvements</u>	
<u>Problem</u>	<u>Improvements needed</u>
No background colour on the master slide	Add a background to the master slide
Lack of text	Add more text in detail
Lack of pictures	Add pictures and animated GIF's
Lack of colour	Add more colour to hierarchy's
Needs more detail in places	Use more sources for in depth information
White background does not look good	Change to a blue colour
No animated GIF's	Add animated GIF's

Draft 2

2/1/2010

Links → buttons
↳ Hyperlink to relevant sections

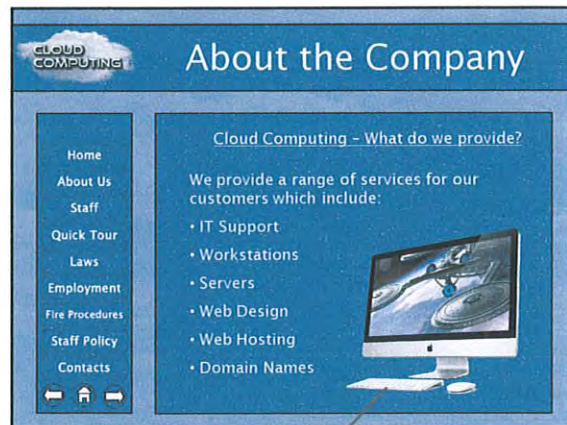
Looks better with new background.



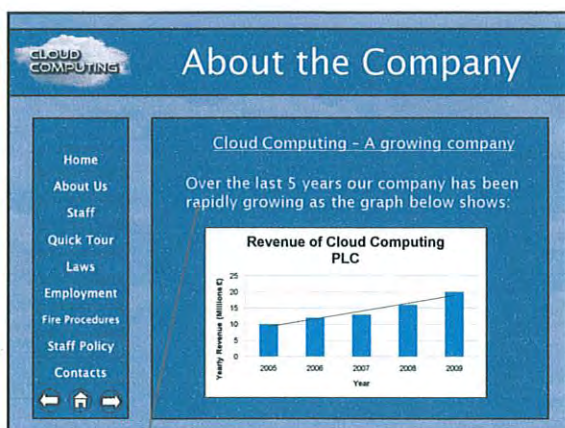
More detail than D1 (Draft 1)



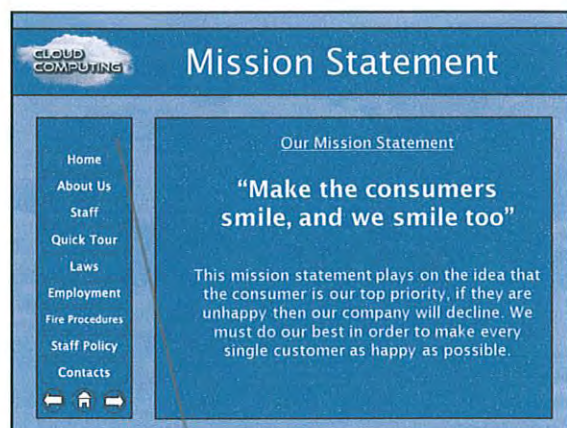
Picture



Picture

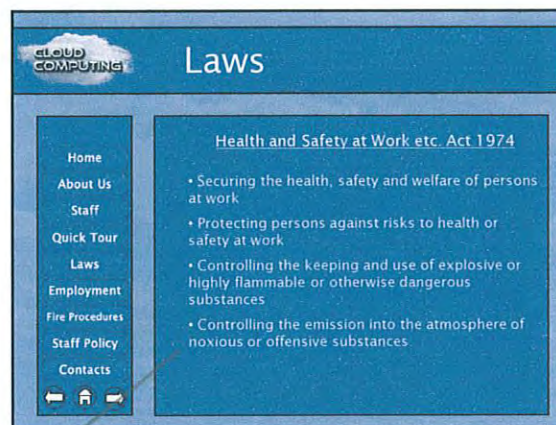
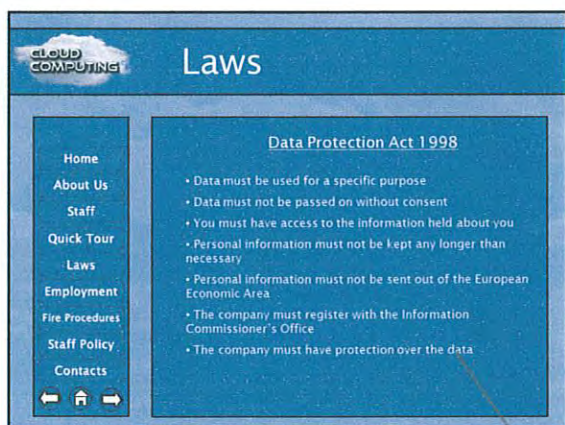
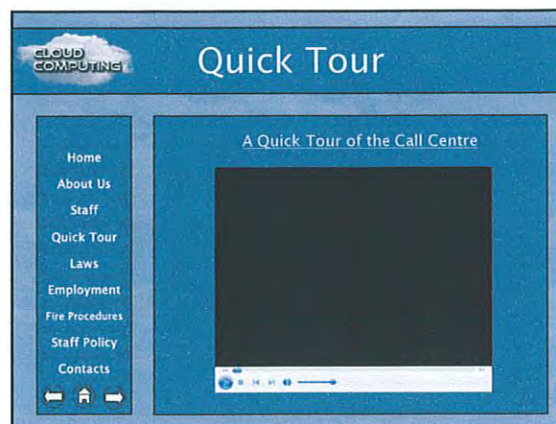
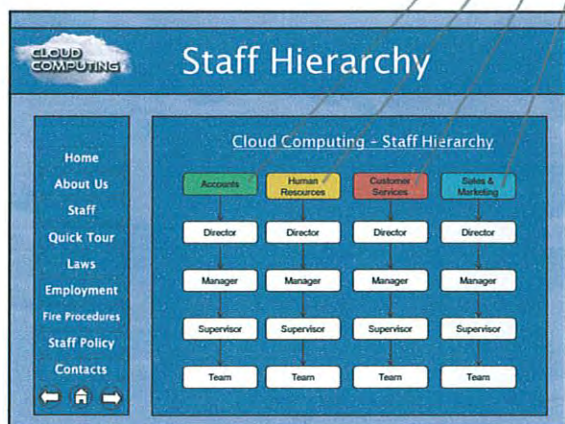


Text to go with graph to explain

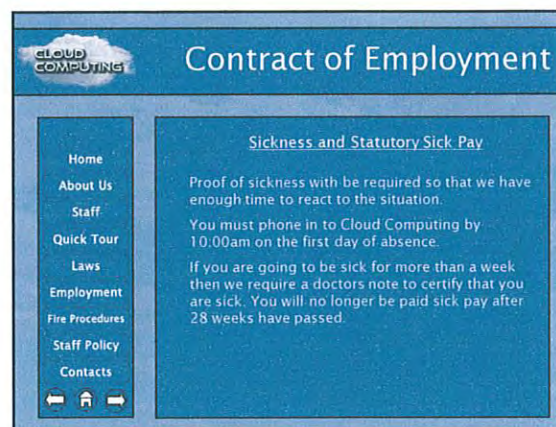


No Navigation title.

Coloured top part of structure



More details



Added Lunch times



Contract of Employment


[Home](#)
[About Us](#)
[Staff](#)
[Quick Tour](#)
[Laws](#)
[Employment](#)
[Fire Procedures](#)
[Staff Policy](#)
[Contacts](#)

Maternity Leave

You can start to take Maternity Leave when it is 11 weeks before your baby is due. You must tell your employer:

- That you are pregnant
- The date your baby is due
- The date you want your maternity leave to start

You have the right to up to 52 weeks of maternity leave.



Contract of Employment

[Home](#)
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[Laws](#)
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[Contacts](#)

Disciplinary Procedures


If an issue occurs we will:

- Send you a letter setting out the issue
- You may appeal against the decision

If the issue carries on then we will take the following actions depending on the issue:

- Have a meeting about the issue to attempt to resolve it

All slides : Generally more detailed information.




Fire Procedures

[Home](#)
[About Us](#)
[Staff](#)
[Quick Tour](#)
[Laws](#)
[Employment](#)
[Fire Procedures](#)
[Staff Policy](#)
[Contacts](#)

Fire exits and Assembly Points

Throughout the site there are fire alarms and fire extinguishers. These must only be used if there is a fire in the building.

Fire exits and fire doors are located throughout the building to prevent a fire spreading throughout the building.




Fire Procedures

[Home](#)
[About Us](#)
[Staff](#)
[Quick Tour](#)
[Laws](#)
[Employment](#)
[Fire Procedures](#)
[Staff Policy](#)
[Contacts](#)


Fire Drills

All staff will be informed when a fire drill is to be carried out.

This will only be a drill to ensure that we can exit the building properly and efficiently.



Added picture




Staff Email and Internet Policies

[Home](#)
[About Us](#)
[Staff](#)
[Quick Tour](#)
[Laws](#)
[Employment](#)
[Fire Procedures](#)
[Staff Policy](#)
[Contacts](#)

Email and Internet usage

All of internet usage throughout the building will be filtered to take out any potential threats to the company, or inappropriate material being on computers.

If you misuse the internet or email services provided, this will result in your internet access or email account/s being suspended until you begin to use the internet and email services properly.



Contacts

[Home](#)
[About Us](#)
[Staff](#)
[Quick Tour](#)
[Laws](#)
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[Fire Procedures](#)
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[Contacts](#)

Useful Contacts for in house phones

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- George Davies (Staff Support) - Dial 3
- In house directories - Press #
- The head of department for your job title- Press 9 (depending on the place of your desk)

<u>Second draft strengths and weaknesses</u>	
<u>Strengths</u>	<u>Weaknesses</u>
Website Layout	Lack of text
Blue colours (follows corporate image)	Needs more detail in places
Good navigation buttons	No animated GIF's
Easy navigation	
Good explanations in some places	
Good use of bold	
Use of graphs from excel	
Use of lists	
Quotes	
Animation	
Video	
Bullet points	
Buttons	
Good background master slide colour	
Pictures	
More colour on hierarchy	

<u>Second draft improvements</u>	
<u>Problem</u>	<u>Improvements needed</u>
Lack of text	Add more text
Needs more detail in places	
No animated GIF's	Add animated GIF's

Final
Good layout

Home

Navigation

- Home
- About Us
- Staff
- Quick Tour
- Laws
- Employment
- Fire Procedures
- Staff Policy
- Contacts

Staff Induction

This PowerPoint Presentation is designed for you - the Staff - to gain information on the company's background and how we operate.

Here are some of the main points that will be mentioned:

- Mission Statement
- Staff Hierarchy
- Quick Tour
- Laws and Fire Procedures

About the Company

Navigation

- Home
- About Us
- Staff
- Quick Tour
- Laws
- Employment
- Fire Procedures
- Staff Policy
- Contacts

Cloud Computing - What is it?

"Cloud computing" is a buzzword that is used in the computing industry. The concept is that your information is stored somewhere other than on your computers, and then you connect when needed.

You can connect to a massive computer infrastructure (otherwise known as a cloud) from your home or office for your information.

Easy Navigation

detailed

Use of bold explanations


About the Company

Navigation

- Home
- About Us
- Staff
- Quick Tour
- Laws
- Employment
- Fire Procedures
- Staff Policy
- Contacts

Cloud Computing - Where are we?

Cloud computing is based in London at prestigious Canary Wharf - the heart of many multinational HQ's.



Picture

About the Company


Navigation

- Home
- About Us
- Staff
- Quick Tour
- Laws
- Employment
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- Contacts

Cloud Computing - What do we provide?

We provide a range of services for our customers which include:

- IT Support
- Workstations
- Servers
- Web Design
- Web Hosting
- Domain Names



List

Picture


About the Company

Navigation

- Home
- About Us
- Staff
- Quick Tour
- Laws
- Employment
- Fire Procedures
- Staff Policy
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Cloud Computing - A growing company

Over the last 5 years our company has been rapidly growing as the graph below shows:



Year	Yearly Revenue (billions £)
2005	10
2006	12
2007	14
2008	16
2009	18

Graph → good way to show growth

Mission Statement

Navigation

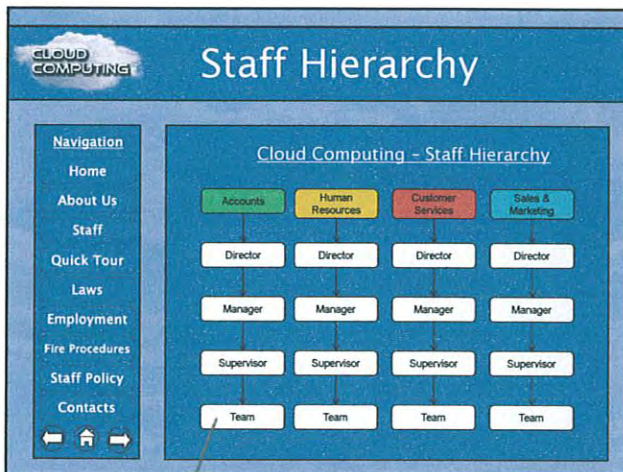
- Home
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Our Mission Statement

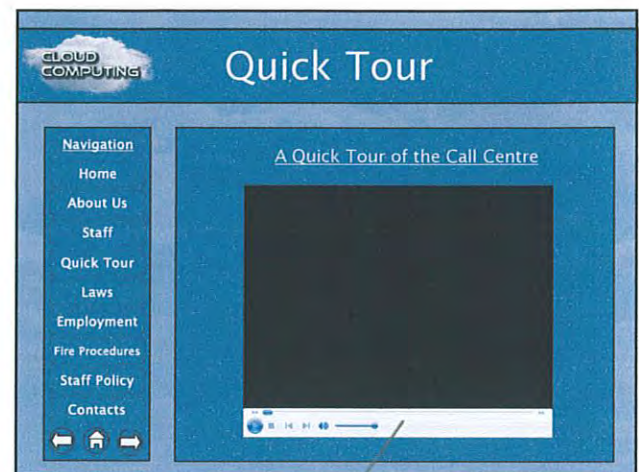
"Make the consumers smile, and we smile too"

This mission statement plays on the idea that the consumer is our top priority, if they are unhappy then our company will decline. We must do our best in order to make every single customer as happy as possible.

Bold



Animated hierarchy with colour



Relevant video

Data Protection Act 1998

- Data must be used for a specific purpose
- Data must not be passed on without consent
- You must have access to the information held about you
- Personal information must not be kept any longer than necessary
- Personal information must not be sent out of the European Economic Area
- The company must register with the Information Commissioner's Office
- The company must have protection over the data

We follow the Data Protection Act

Detailed list

Health and Safety at Work etc. Act 1974

- Securing the health, safety and welfare of persons at work
- Protecting persons against risks to health or safety at work
- Controlling the keeping and use of explosive or highly flammable or otherwise dangerous substances
- Controlling the emission into the atmosphere of noxious or offensive substances

We follow the Health and Safety at Work etc. Act

Working hours and rates of pay

All staff are to attend work between the hours of:
9:00am - 5:30pm (Monday - Friday)

With a 1 hour lunch break

The rate of pay will be agreed between yourself and your manager.

Animated GIF

Sickness and Statutory Sick Pay

Proof of sickness will be required so that we have enough time to react to the situation.

You must phone in to Cloud Computing by 10:00am on the first day of absence.

If you are going to be sick for more than a week then we require a doctors note to certify that you are sick. You will no longer be paid sick pay after 28 weeks have passed.

To be paid statutory sick pay you must be sick for at least four days in a row and you must be earning at least £95 a week.

Navigation Animated GIF changes colours.

CLOUD COMPUTING

Contract of Employment

Navigation

- Home
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- Staff
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- Employment
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Maternity Leave

You can start to take Maternity Leave when it is 11 weeks before your baby is due. You must tell your employer:

- That you are pregnant
- The date your baby is due
- The date you want your maternity leave to start

You have the right to up to 52 weeks of maternity leave

CLOUD COMPUTING

Contract of Employment

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Disciplinary Procedures

If an issue occurs we will:

- Send you a letter setting out the issue
- You may appeal against the decision

If the issue carries on then we will take the following actions depending on the issue:

- Have a meeting about the issue to attempt to resolve it
- Suspend you from work for a period of time

Good detailed information

CLOUD COMPUTING

Fire Procedures

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Fire exits and Assembly Points

Throughout the site there are fire alarms and fire extinguishers. These must only be used if there is a fire in the building.

Fire exits and fire doors are located throughout the building to prevent a fire spreading throughout the building.

The assembly point if the fire drill bell is ringing is the car park at the front of the building. All staff members must assemble here and leave their desks.

CLOUD COMPUTING

Fire Procedures


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Fire Drills

All staff will be informed when a fire drill is to be carried out.

This will only be a drill to ensure that we can exit the building properly and efficiently.



Picture

CLOUD COMPUTING

Staff Email and Internet Policies

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Email and Internet usage

All of internet usage throughout the building will be filtered to take out any potential threats to the company, or inappropriate material being on computers.

If you misuse the internet or email services provided, this will result in your internet access or email account/s being suspended until you begin to use the internet and email services properly.

This includes all inappropriate material, games or anything that is not work related.

We also have software to monitor what is being downloaded and what staff members are doing at any given time.

Detailed

CLOUD COMPUTING

Contacts

Navigation

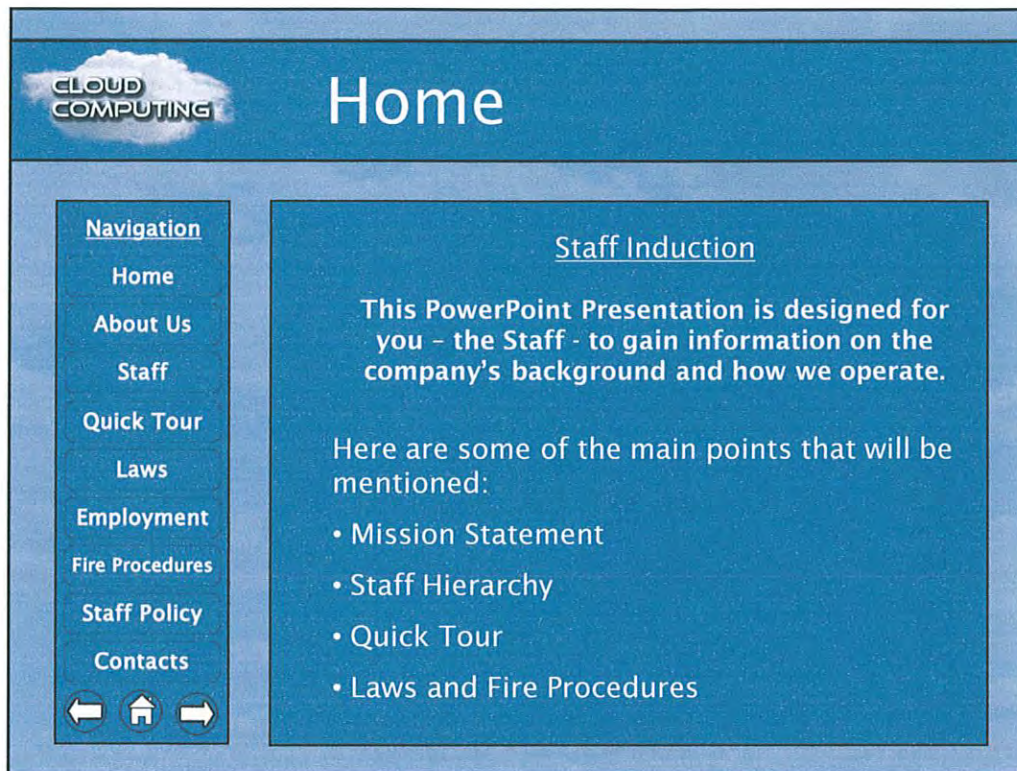
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Useful Contacts for in house phones

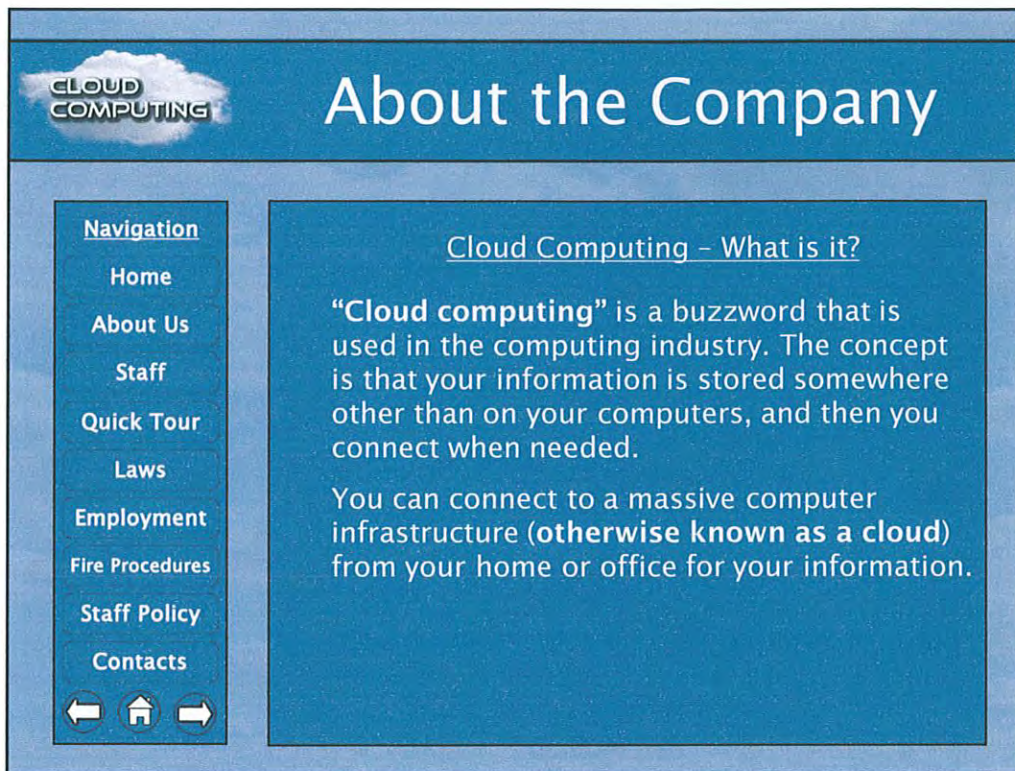
- Kerry Smith (Head of Staff) - Dial 1
- George Davies (Staff Support) - Dial 3
- In house directories - Press #
- The head of department for your job title - Press 9 (depending on the place of your desk)

Good help

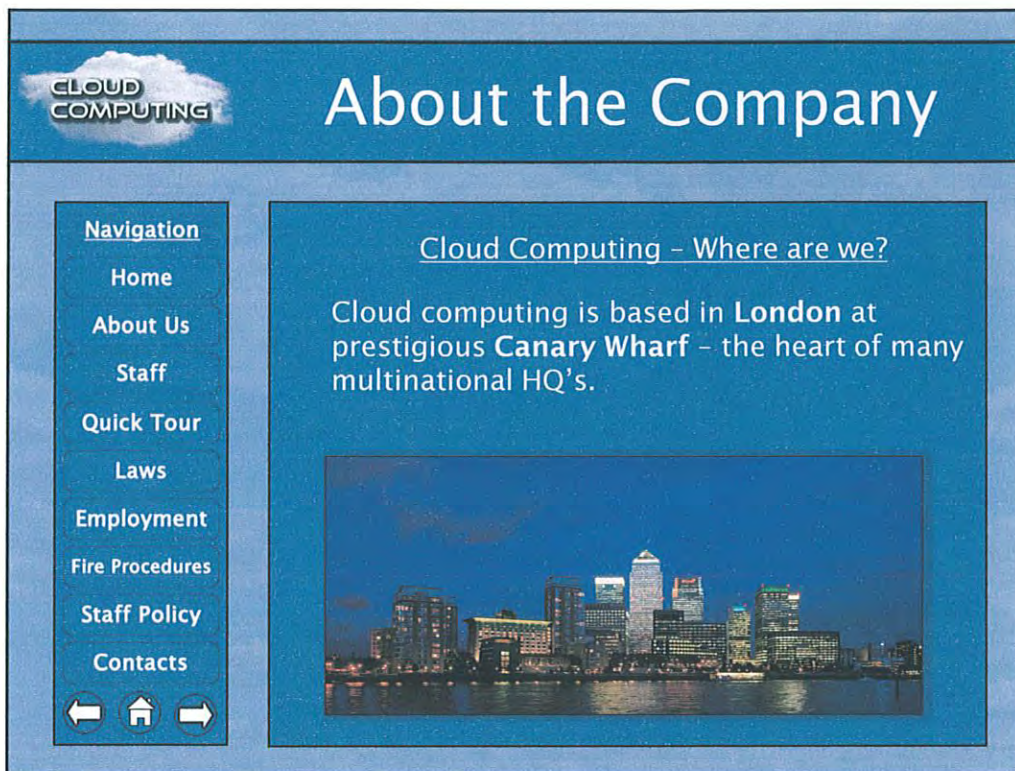
Speaker Notes



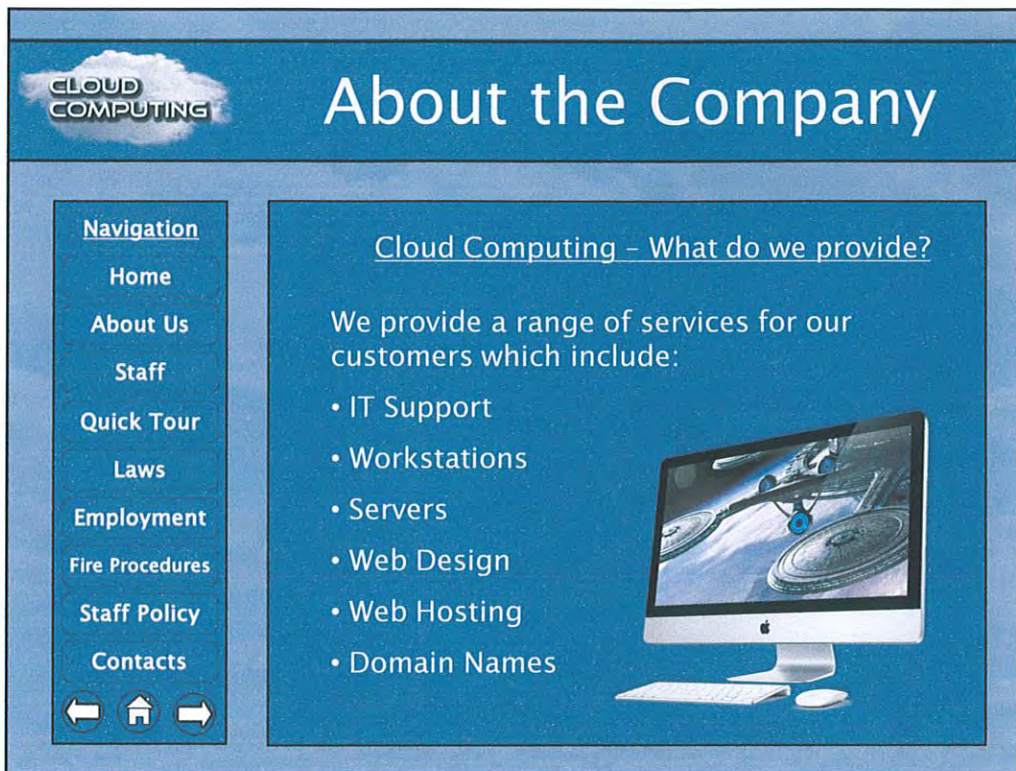
Hello, I will be talking to you about your staff induction for today. This will be an interactive Powerpoint that you may either view through the projector, or on your own screen to view at your own leisure. We at Cloud Computing want you to have the flexibility that you need. So, we designed the Presentation to gain information on our background and how we operate. We will go on to talk about our Mission Statement, Staff Hierarchy, Quick Tour and Laws and Fire Procedures. Now onto the next slide...



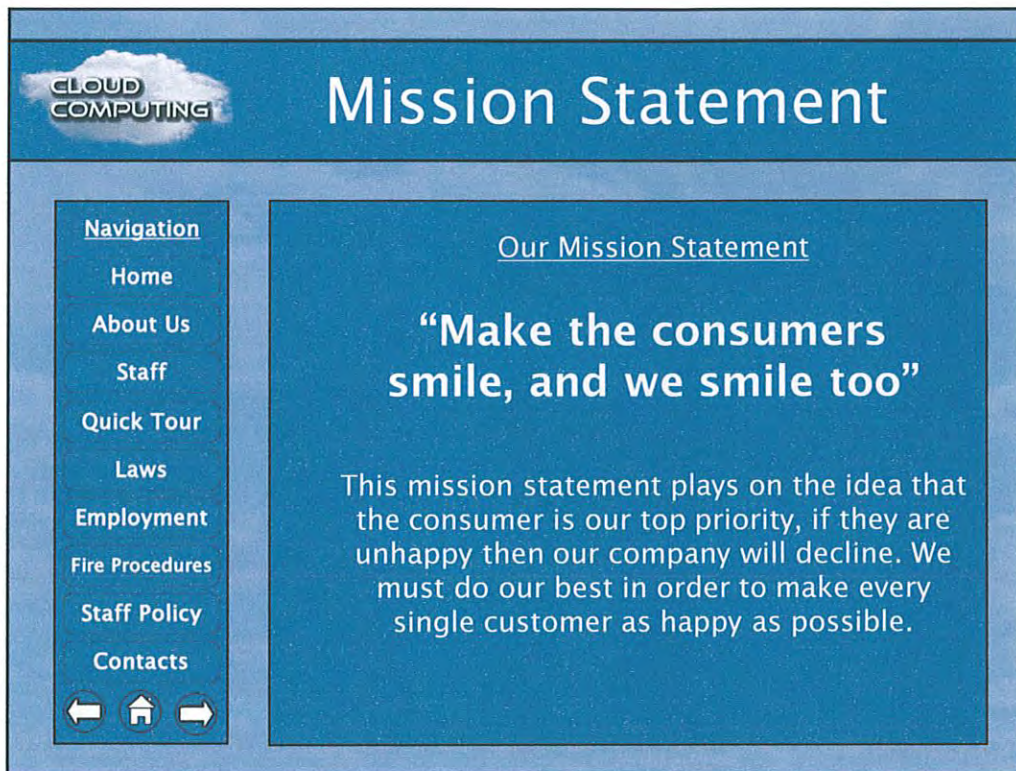
So what does Cloud Computing mean? It is simply a buzzword that is used in the computing industry. The idea is that your information is stored somewhere other than on your own computer, and then you connect when you need the information. You can connect to massive computer infrastructures otherwise known as a cloud from your home or office to access your information.



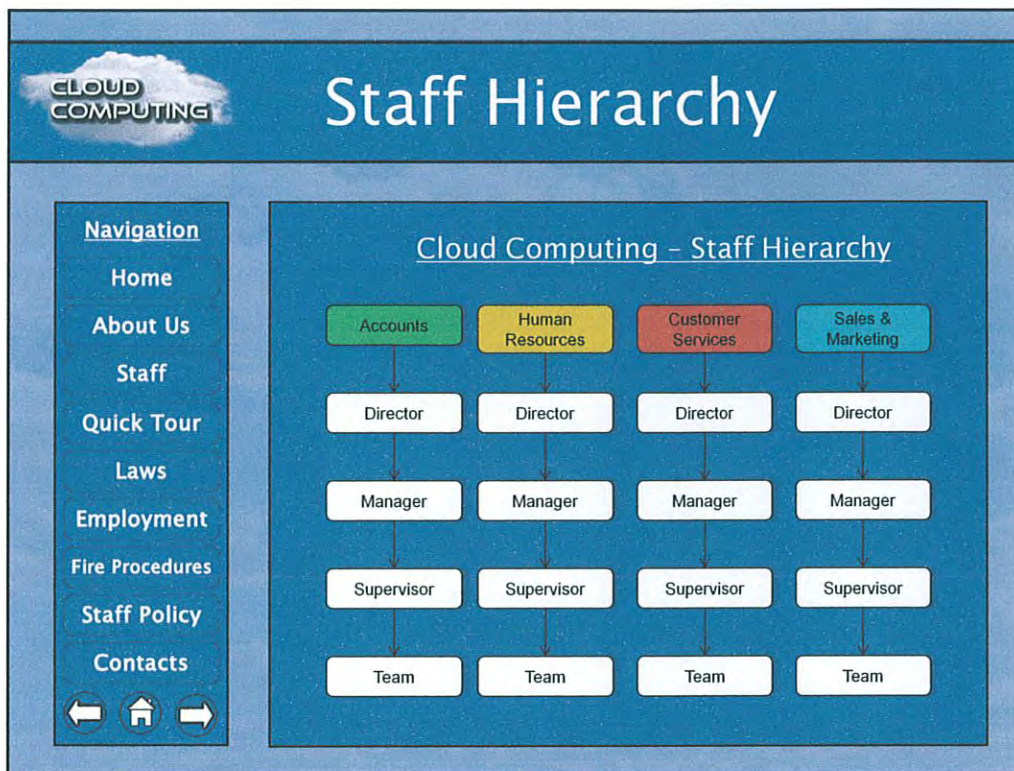
We are based in London in Canary Wharf, otherwise known as the heart of many multinational HQ's



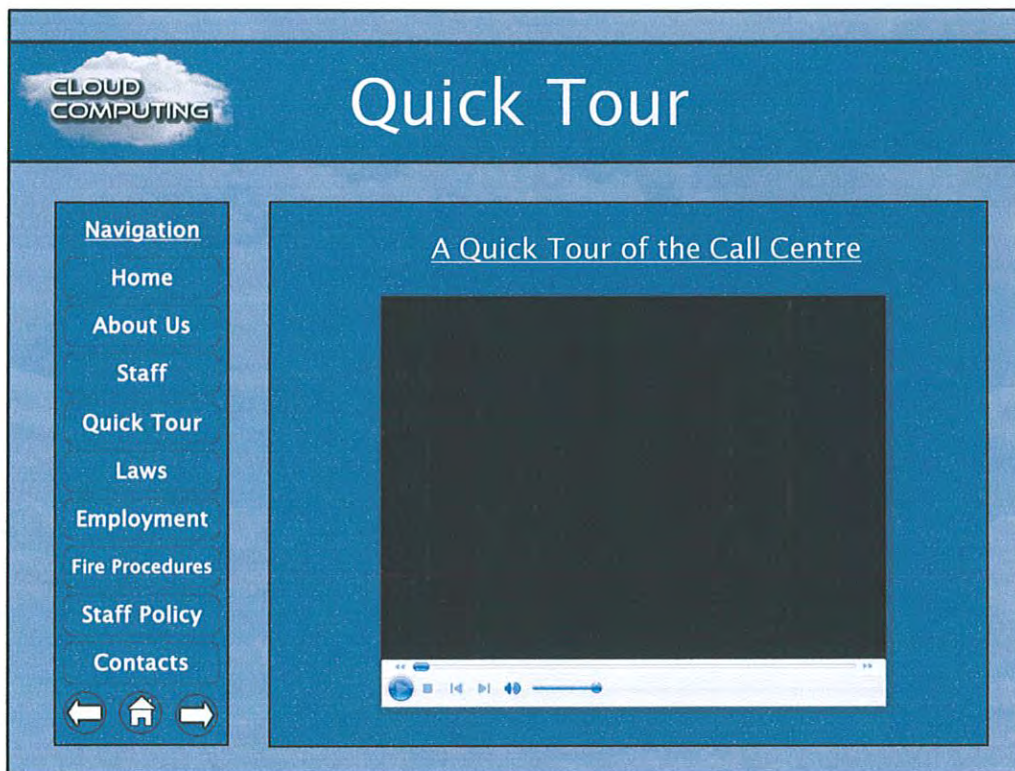
We also provide a wide range of services including IT support, Workstations, Servers, Web Design, Web Hosting and Domain names.



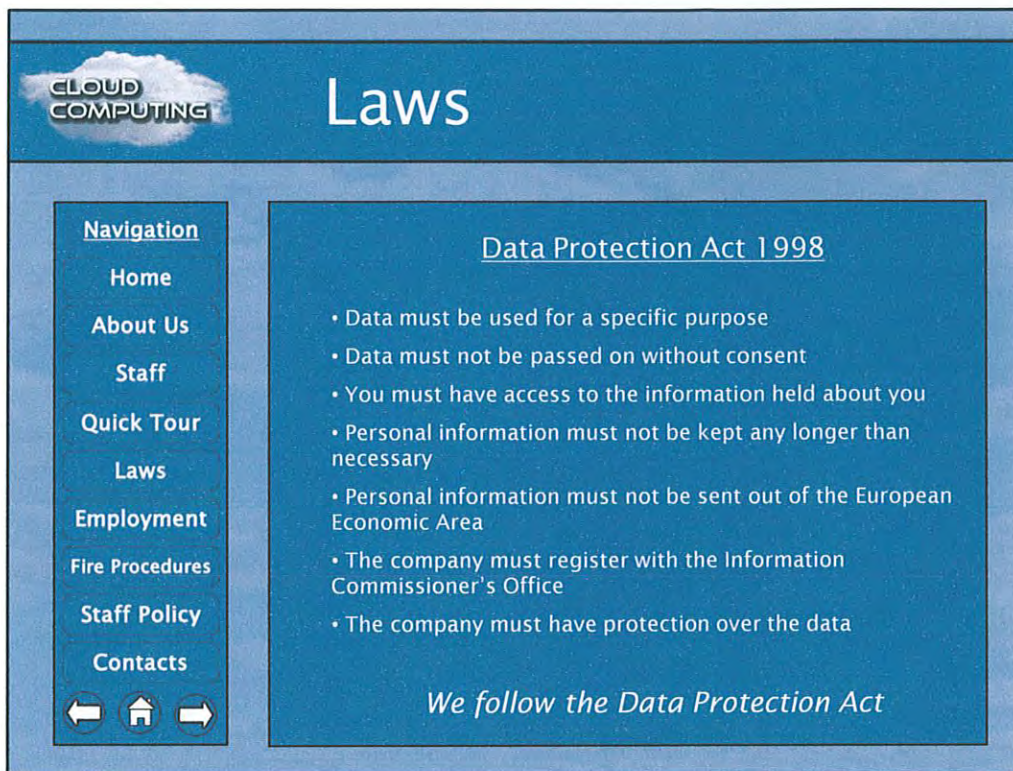
Our mission statement is "Make the consumers smile, and we smile too". This means that the consumer is always our top priority and if they are not happy with the service that they get then our company will start to decline. Therefore we must do our best to make every customer happy.



The hierarchy of our company will always start with the director and then the manager who will be in charge of the supervisors and the workforce or team. Our company is divided up into four sections – Accounts, Human Resources,

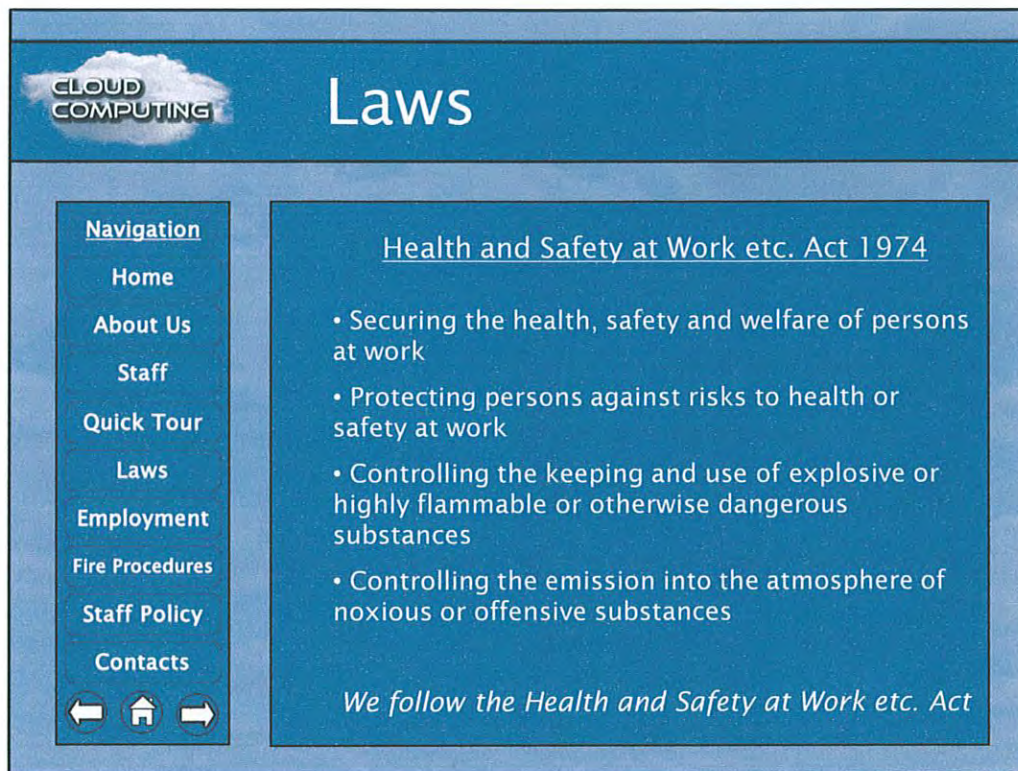


Here is a quick video tour of our call centres. Hopefully you can get a good idea of the facilities available.



There are many laws that we must all follow. We must follow the Data Protection act of 1998 this includes the bullet points...

We most certainly follow the Data Protection Act.



There are many Health and Safety laws at work, this one talks about the health safety and welfare of persons at work.
And again, we follow this act.

Contract of Employment

Navigation

[Home](#)

[About Us](#)

[Staff](#)

[Quick Tour](#)

[Laws](#)

[Employment](#)

[Fire Procedures](#)

[Staff Policy](#)

[Contacts](#)



Working hours and rates of pay

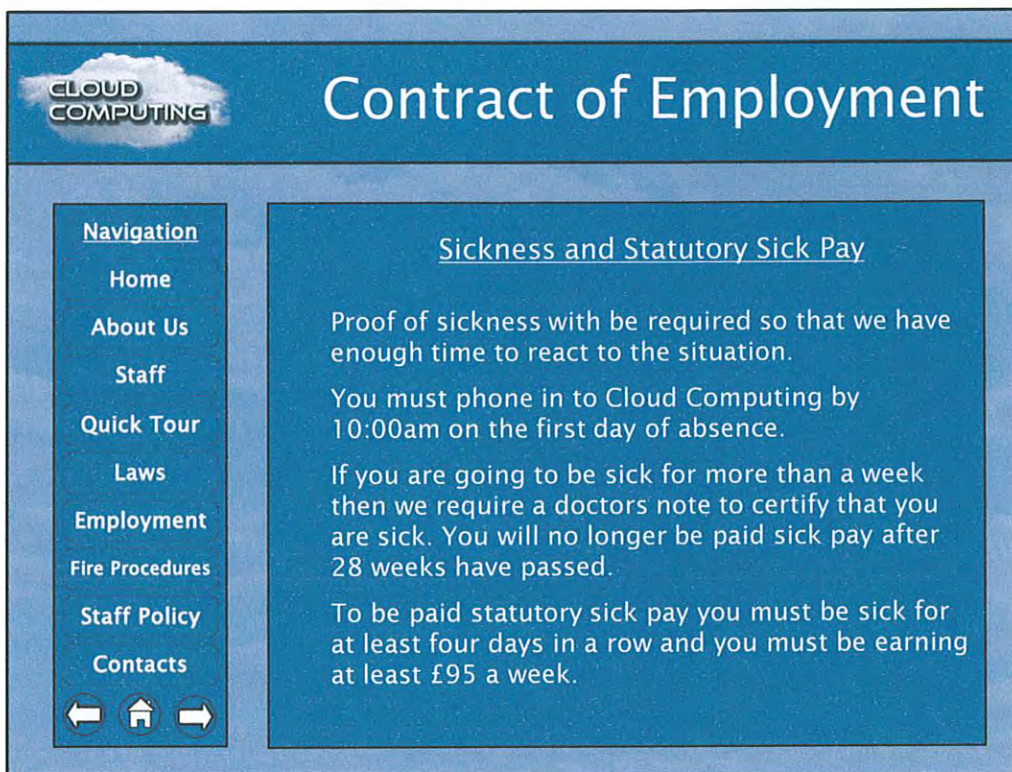
All staff are to attend work between the hours of:

9:00am - 5:30pm (Monday - Friday)

With a 1 hour lunch break

The rate of pay will be agreed between yourself and your manager.

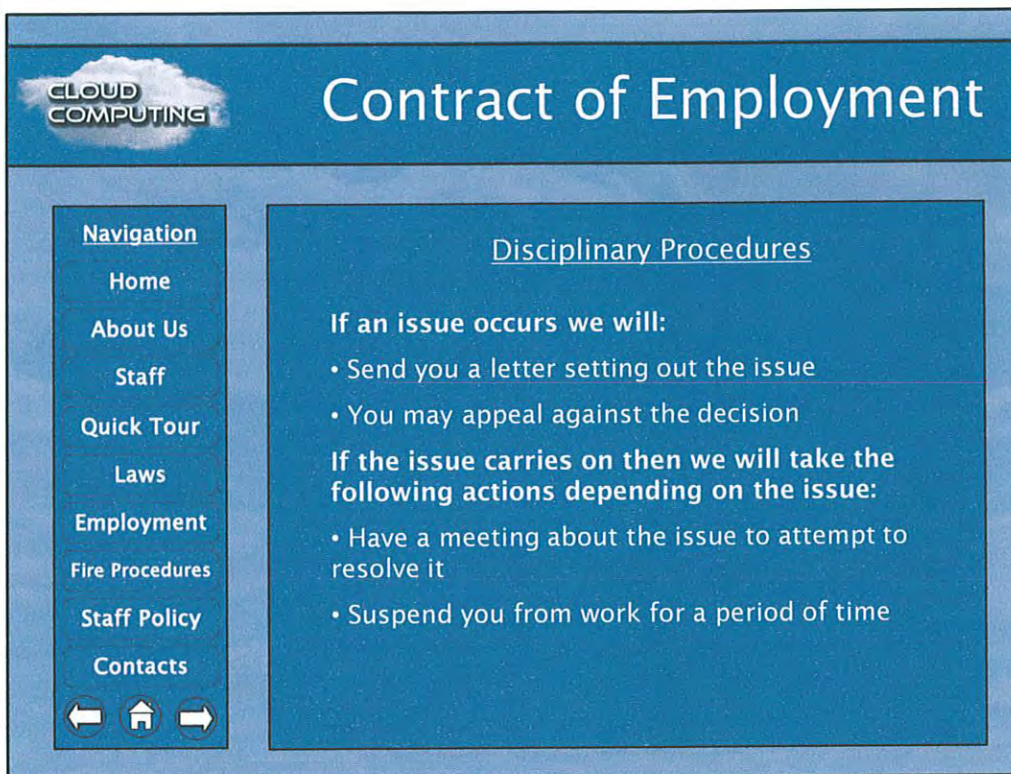




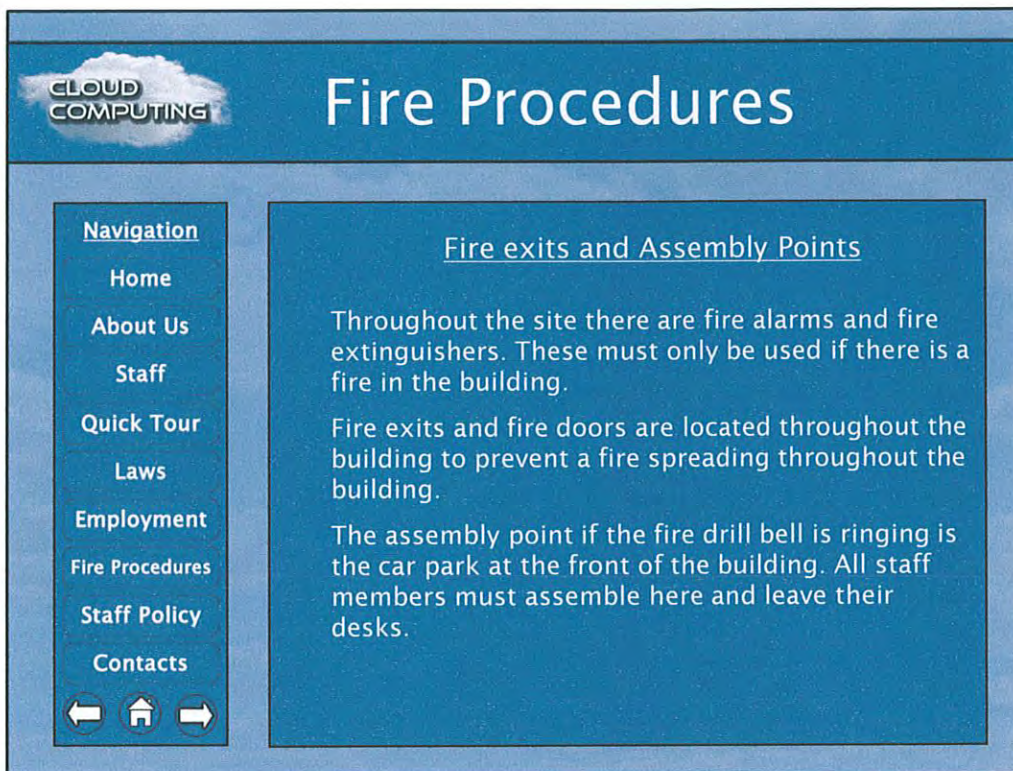
So, contract of employment. You will need to know this well to get far in your job working in Cloud Computing. You must phone in at 10:00am if you are sick, you will be paid SSP and proof of sickness must be shown.



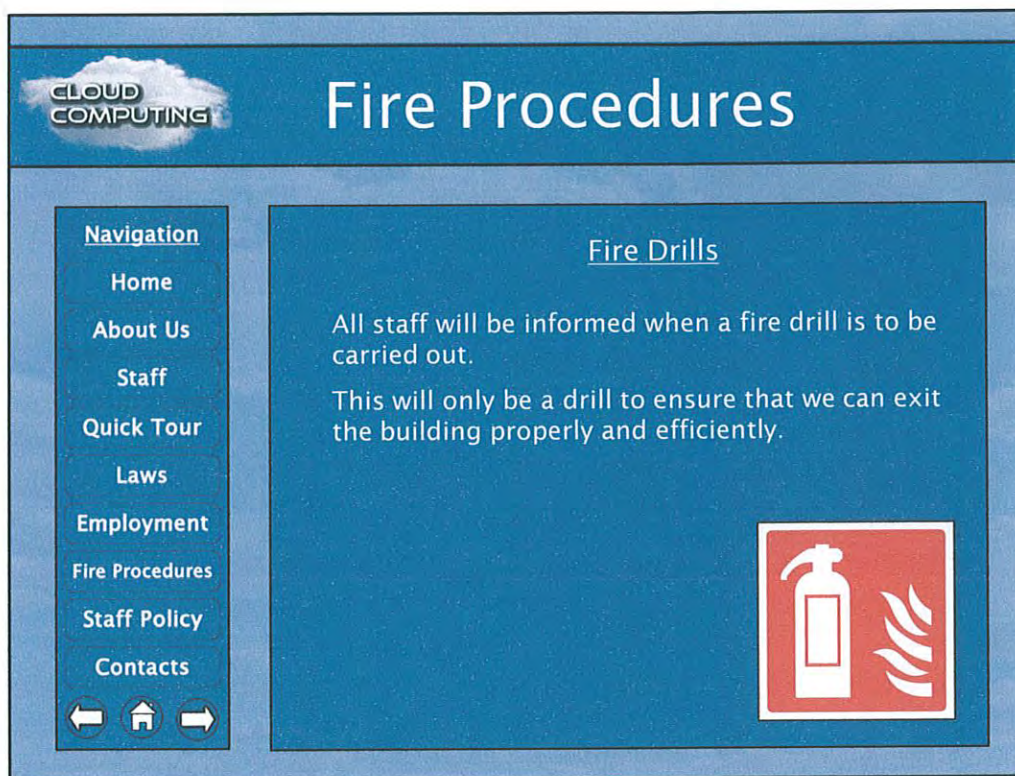
Some of our staff members take maternity leave. This will happen 11 weeks before your baby is due. You must tell us that you are pregnant, when your baby is due and when you wish for your maternity leave to start.




Discipline, no-one likes it, but it has to be done to keep a hardworking force. If an issue occurs we will send you a letter, then you may appeal against this. If the issue continues then we will have a meeting about the issue to try and resolve it, if not then you may be at risk of being suspended from work for a period of time.



Fire procedures. Throughout the site is fire alarms etc, and these must obviously be only used if there really is a fire. The assembly point is in the car park at the front of the building.



When a fire drill is to be carried out staff will be informed and this will just be to test that we can all exit the building efficiently.

CLOUD
COMPUTING

Staff Email and Internet Policies

Navigation

Home

About Us

Staff

Quick Tour

Laws

Employment

Fire Procedures

Staff Policy

Contacts

← ⌂ →

Email and Internet usage

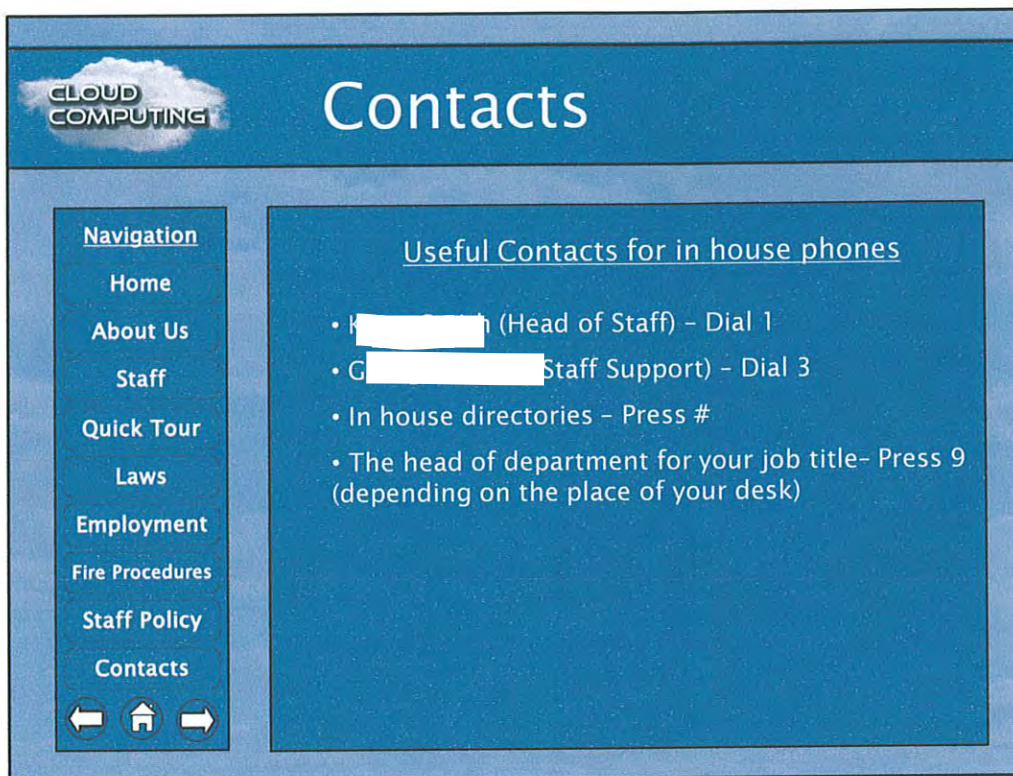
All of internet usage throughout the building will be filtered to take out any potential threats to the company, or inappropriate material being on computers.

If you misuse the internet or email services provided, this will result in your internet access or email account/s being suspended until you begin to use the internet and email services properly.

This includes all inappropriate material, games or anything that is not work related.

We also have software to monitor what is being downloaded and what staff members are doing at any given time.

Email and internet usage. We have a system that filters out anything that you should not be viewing whilst working. If we find out that you have bypassed the system or misuse the internet or email facilities – you run the risk of having your access suspended until you learn to use it properly.



This slide shows you the useful contacts that you may need whilst working with us.
Any questions?

<u>Final draft strengths and weaknesses</u>	
<u>Strengths</u>	<u>Weaknesses</u>
Website Layout	
Blue colours (follows corporate image)	
Good navigation buttons	
Easy navigation	
Good explanations in some places	
Good use of bold	
Use of graphs from excel	
Use of lists	
Quotes	
Animation	
Video	
Bullet points	
Buttons	
Good background master slide colour	
Pictures	
More colour on hierarchy	
In detail text	
Animated GIF's	
Relevant Video	

Final Improvements

<u>Problem</u>	<u>Improvements/Reason why this has not been done</u>

Maintaining the house/corporate style

I maintained my corporate style in this presentation by using my house colour (blue) and by using my logo. I also kept the colour scheme to blue and created my presentation to give a minimalistic effect. This effect is my company's style especially when you look at the other parts such as the advert and website.

Problems

- 1) Video – I had problems trying to edit my video once it was filmed. This was because I did not have Windows Movie Maker on my laptop. I then solved this problem by going home and looking on other computers in the house for Windows Movie Maker, and then found a computer that did and done the work on that computer.
- 2) I had problems creating the navigation animated GIF. This was because the design would not work and then I realised that it was saved as the wrong file format. I overcame this problem by checking my work and then locating the right file type (animated GIF) that it should be.
- 3) For the information on my company I had problems trying to get the correct information about things such as maternity leave etc. This was a problem because I did not want to end up with a presentation with statements that were not correct. So I searched the internet and looked up facts from government websites for the correct information.

Evaluation of software used

Macromedia Fireworks

Fireworks helped me design the buttons on the left hand side of the master slide. These provided the navigation for my PowerPoint. Fireworks was easy to use and helped me product the animated GIF's. I will continue to use Fireworks.

Microsoft PowerPoint

PowerPoint is the best program to use on Windows in order to present something (if not animated using Flash) in my opinion. It has allowed me to animated my presentation and to display it in a good manner. PowerPoint is specially made for this document type and it works well.




How I would approach this in the future?

1. I would use research that was relevant to my company – unfortunately I could not find many PowerPoint presentations about staff induction, so I could not pick and choose who they would be aimed at.
2. I would plan out every single slide. This would make my work more accurate.
3. When asked to give this presentation I realised that the speaker notes would not work because they just tend to repeat on the information that is in the slide. To make a better product next time I would spend more time on it and check more thoroughly. I would also add in facts that are relevant at the bottom to make the speaker have extra facts at hand, to keep the listeners concentrating.
4. I would get many people to view my slide designs and then get their views on the designs to improve the final designs.

Plan

Date	Where completed	What I did	How long it took	Comments
15/12/09	School	Wrote out my plan and research	50 mins	
16/12/09		Draft 1	50 mins	
05/01/10		Draft 2	50 mins	
06/01/10		Final	50 mins	
08/01/10		Final Improvements	50 mins	
12/01/10		Bibliography and documentation	50 mins	
13/01/10		Finishing it all off	50 mins	

Sources Used (Bibliography)

URL	Picture/s	Description	How it was used
http://www.wallpapergate.com/data/media/1254/Clouds_021.jpg		<u>Images</u> A picture of clouds used with a blue filter to be put onto my master slide of my presentation.	To create master slide background
http://www.apple.com/uk/imac/		The Apple homepage, with a picture of a white Mac.	Picture of a Mac was used in my PowerPoint as a picture.
http://www.proshield.safetysigns.co.uk/signs/1018_signs.jpg		A picture of a fire sign	Used as a picture in my presentation
<u>Information Source</u>			
http://en.wikipedia.org/wiki/Data_Protection_Act_1998	Information on the Data Protection Act		

http://en.wikipedia.org/wiki/Health_and_Safety_at_Work_etc_Act_1974#Objectives	Information on Health and Safety at work
http://www.hmrc.gov.uk/nmw/#b	Information on the Minimum Wage
http://www.direct.gov.uk/en/MoneyTaxAndBenefits/BenefitsAndCredits/OtherSupport/illorinjured/DG_10018786	Information on statutory sick pay.
http://www.adviceguide.org.uk/index/you_r_money/employment/maternity_leave.htm	Information about maternity leave
http://www.direct.gov.uk/en/Employment/ResolvingWorkplaceDisputes/Disciplinaryprocedures/DG_10028111	Information about work discipline

Applied ICT

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Website

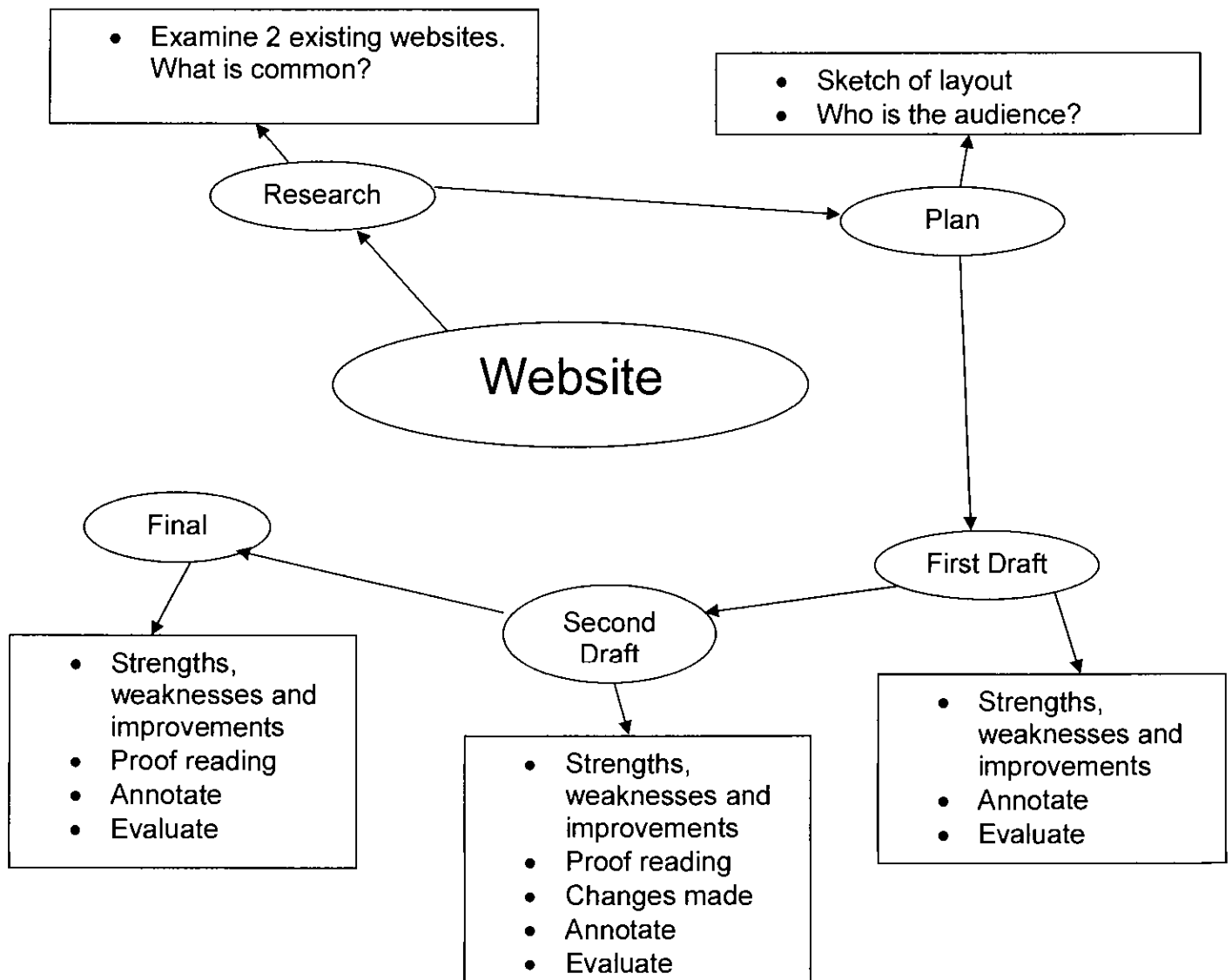
12C

For this unit I will create six business documents, I will:

- Analyse and create letter drafts and a final letter with a house style with logo
- Analyse and create advert drafts and final advert with a house style
- Create and analyse invoice drafts and final invoice
- Create and analyse web page drafts and a final web page
- Create a staff presentation
- Create a handbook/booklet on technologies

For this part of the six documents I will:

- **Create a staff presentation**



For this part of my unit I will be creating a staff presentation. This presentation will be about my company. It will be a presentation for my staff members of my company, talking about their induction and the rules of the company.

I will then move on to:

Research existing websites

- I will examine 2 existing websites in detail.
- Say which elements are common between them and I will state what elements I like and which ones that I will use.

Plan out my website

- I will sketch out the layout of my website using boxes to show the placement of each element.
- State who my audience is
- Create a plan and update it regularly
- State any other considerations like costs

First draft

- Create my first draft
- Discuss what I did to create my first draft
- Talk about the good and bad points, and how I can improve my draft
- Annotate the printed copy
- Evaluate

Second draft

- Create my second draft
- Discuss what I improved from my first draft
- Talk about the good and bad points, and how I can improve my draft to create my final
- Annotate the printed copy
- Evaluate

Final

- Create my final draft
- Discuss what I improved from my second draft
- Talk about the good and bad points, and how I can improve my final
- Evaluate

Research – 1&1



<u>Good points</u>	<u>Bad points</u>
<ul style="list-style-type: none"> • Maintained corporate image • All links available on home page • Used CSS (see coding below for proof) • Easy to use interface 	<ul style="list-style-type: none"> • Promotion stickers are animated GIF's and look tacky

[illegible]

```
<!--[if lt IE 7]><link type="text/css"
href="/xml/jasmin/get/100127-1645/ie6/css-
min/lead:default" rel="stylesheet">
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The above is the html language highlighted in the picture above from the source code of the page. The `<!--` means a comment has been started. Link type tells you what type it is linking to. Href means link. `"/xml/jasmine/get/100127-1645/ie6/cc-min/lead:default"` is the location of the CSS style sheet that has been linked to the page. This proves that the web designers have used a CSS style sheet file/s to link to all of their webpages.

Fasthosts



<u>Good points</u>	<u>Bad Points</u>
<ul style="list-style-type: none"> • Good use of graphics throughout the page • Corporate image maintained • Easy to use interface • Good navigation bar across the top • Well laid out html source coding • Use of CSS and Javascript 	<ul style="list-style-type: none"> • No animation

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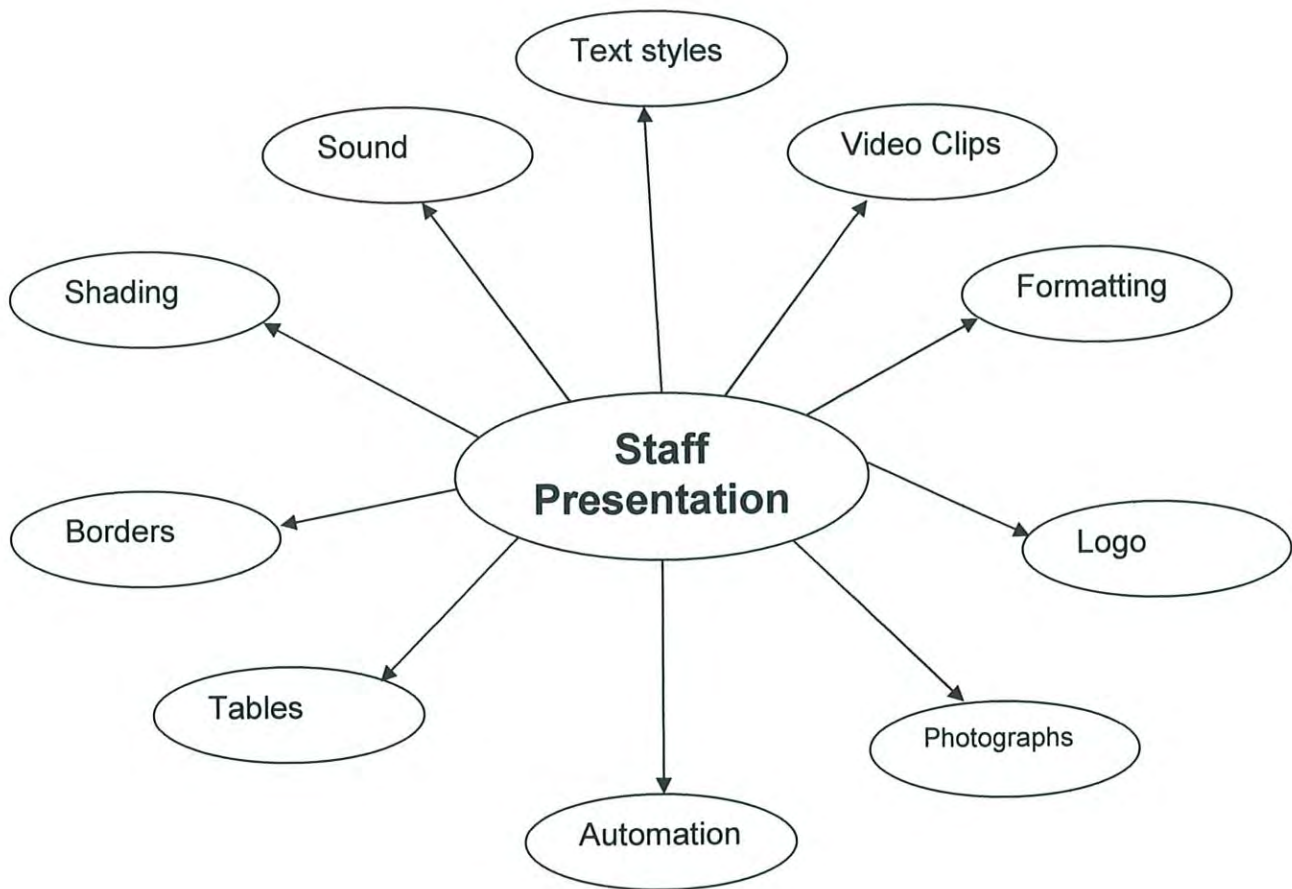
```

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<link rel="stylesheet" type="text/css" href="/css/ie-  
all.css?v=040110" />
```

The above coding tells you that the CSS stylesheet that is linked to the webpage is at `/css/ie-all.css?v=040110`. This proves that they have used CSS in their webpage.

140

What I intend on using:



Combining Elements

Locating, adapting and combining information

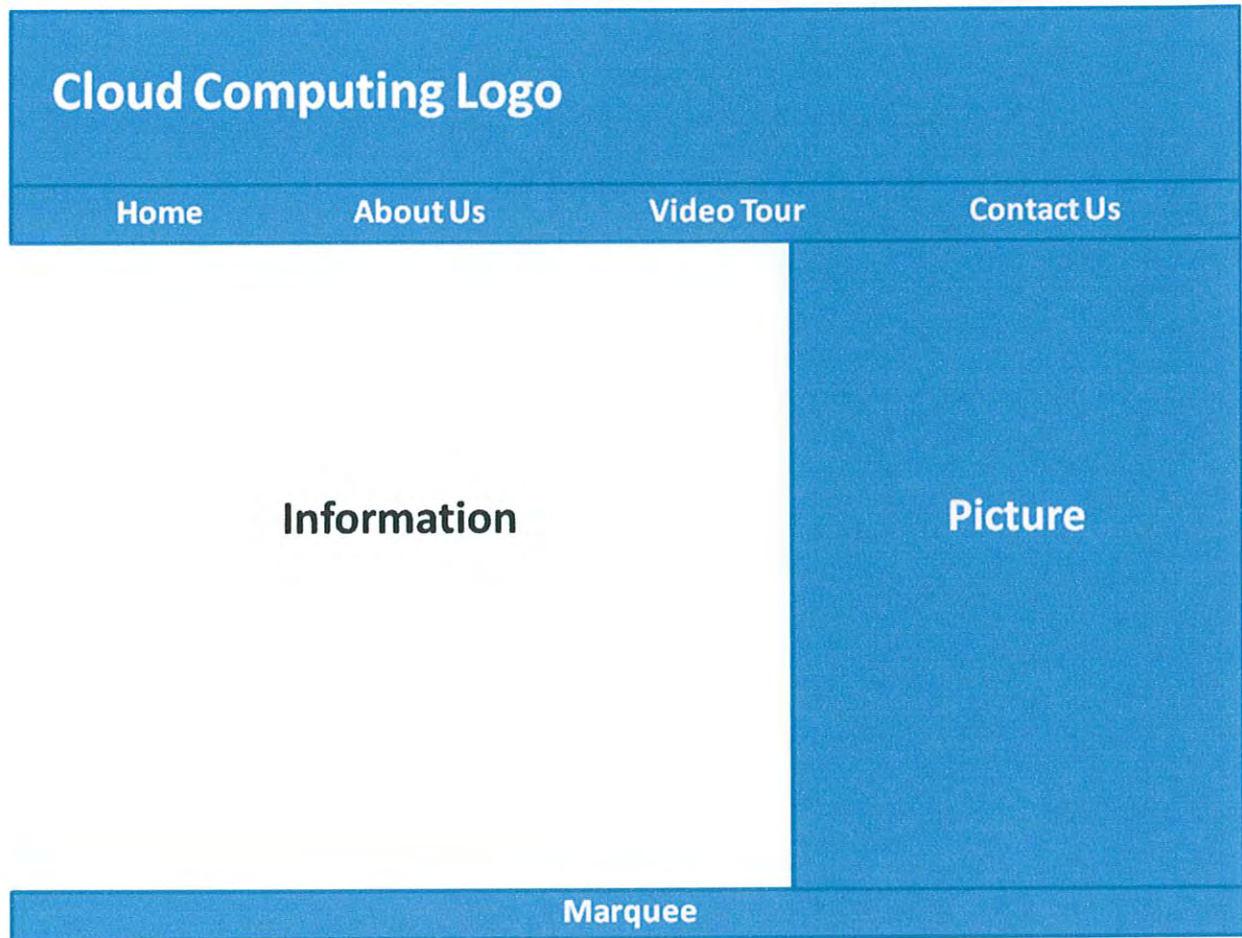
To create this image:



I used my original cloud computing logo to keep the corporate image going on. I then added in the text, and used circles in fireworks to design the bullet points.



I coloured the text white, and then made the bullet points white with a black outline on them.

Plan

First draft strengths and weaknesses**Strengths**

Corporate image maintained by using the logo, colours and styles of my company
Good information about the company

Use of animated GIF's to make the page look better

Use of CSS for links (underlines when hovered over)

Maintained corporate colours (blue)

Weaknesses

No marquee to scroll across the bottom

No pictures on the page to brighten the page up

Borders around the edge do not look professional

Improvements

No pictures

Use of animated GIF's

Corporate image maintained

Use of CSS for links

Maintained corporate colours (blue)

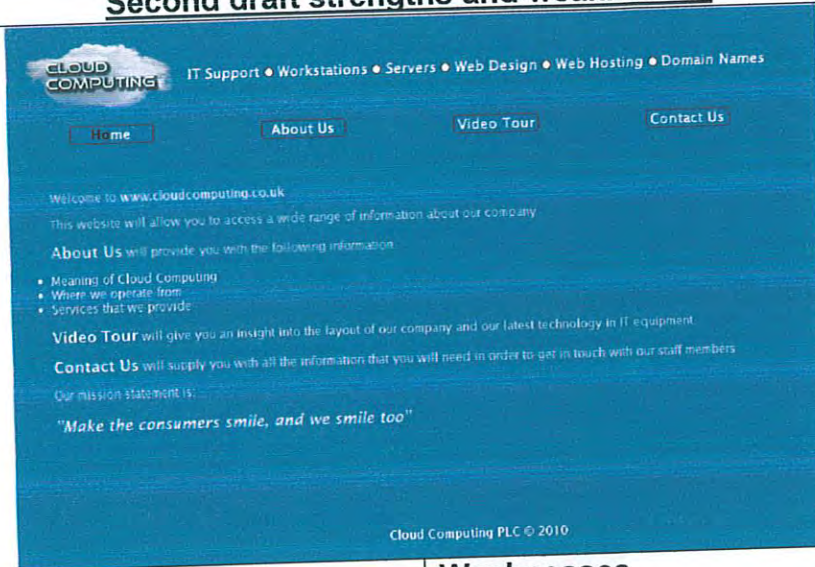
No pictures

Good information

Borders

No marquee

Second draft strengths and weaknesses



Strengths

Corporate image maintained by using the logo, colours and styles of my company

Good information about the company

Use of animated GIF's to make the page look better

Use of CSS for links (underlines when hovered over)

Maintained corporate colours (blue)

Marquee scrolling across the bottom

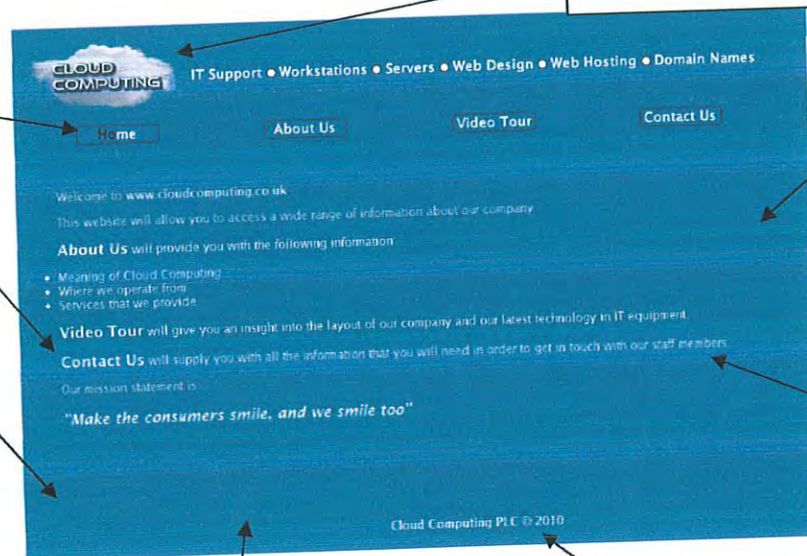
No borders makes it look more professional

Weaknesses

No pictures to brighten up the page

Improvements

Add pictures



Use of animated GIF's

Use of CSS for links

Maintained corporate colours (blue)


No Borders

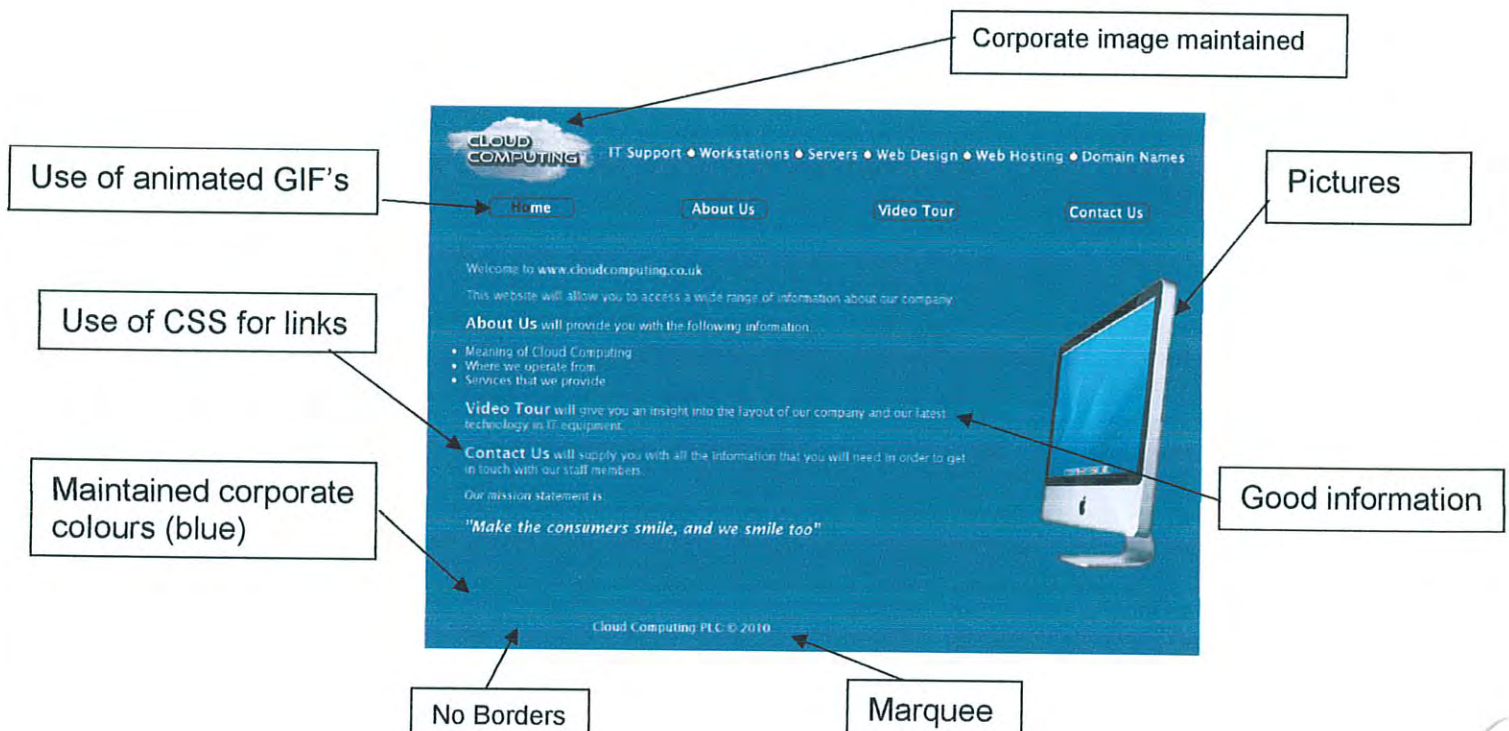
Marquee

Corporate image maintained

No pictures

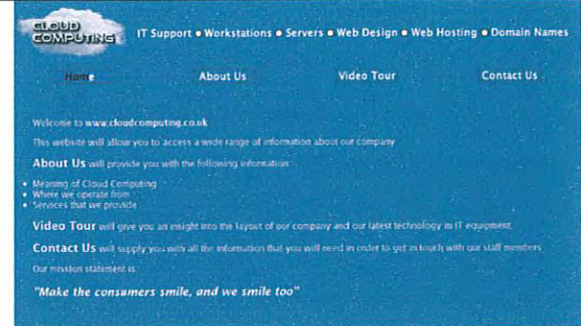


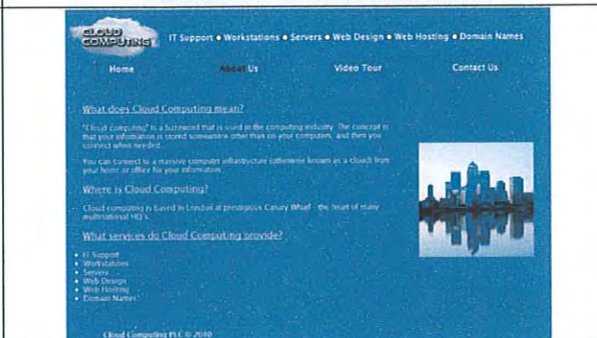
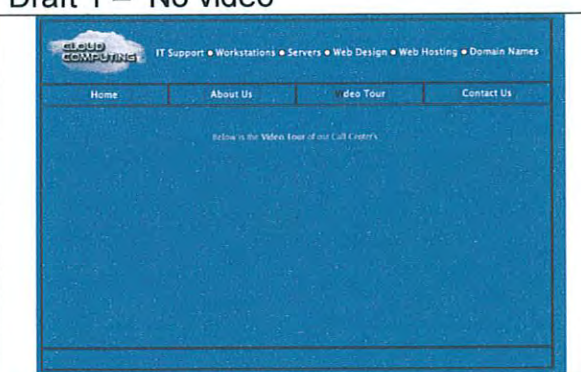
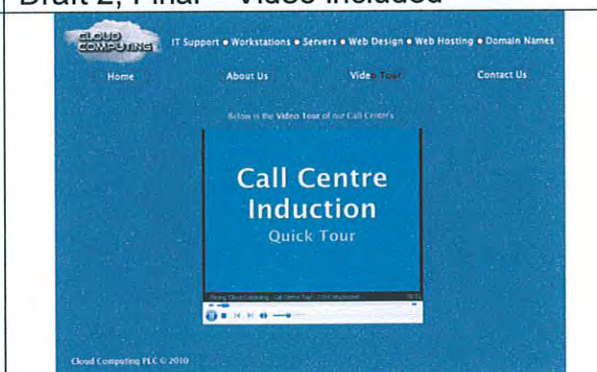
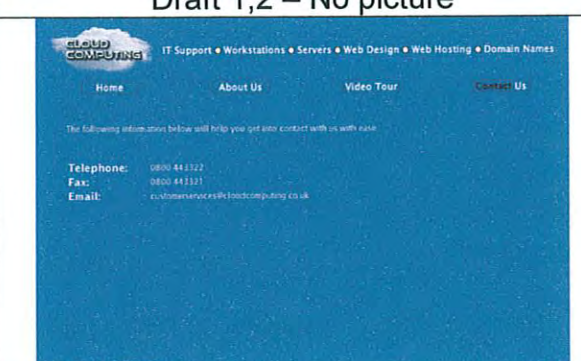
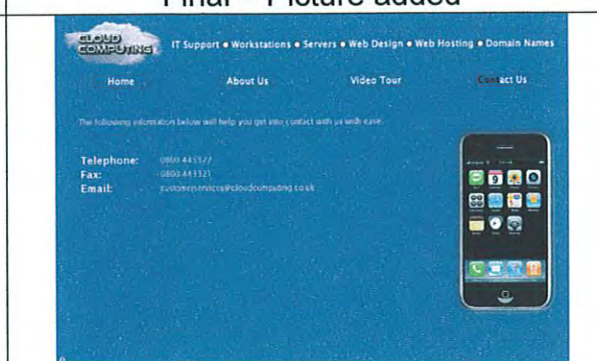
Good information

Final strengths and weaknesses	
	
Strengths	Weaknesses
Corporate image maintained by using the logo, colours and styles of my company	
Good information about the company	
Use of animated GIF's to make the page look better	
Use of CSS for links (underlines when hovered over)	
Maintained corporate colours (blue)	
Marquee scrolling across the bottom	
No borders makes it look more professional	
Corporate image maintained by using the logo, colours and styles of my company	
Improvements	
Use CSS for the website, however this would be very time consuming.	



165

Changes between drafts

<u>Index</u>	
Draft 1,2 – No picture	Final – Picture added
	
<u>About Us</u>	
Draft 1,2 – No picture	Final – Picture added
	
<u>Video Tour page</u>	
Draft 1 – No video	Draft 2, Final – Video included
	
<u>Contact Us</u>	
Draft 1,2 – No picture	Final – Picture added
	

CSS

I added CSS to my website in the coding side of it. CSS stands for cascading style sheets, and I used an inline style sheet when creating my website, however I could have used a CSS style sheet outside of my website and then linked it to all of the pages of my website. Below you can see all of the CSS coding which is the same for every one of the pages:

```

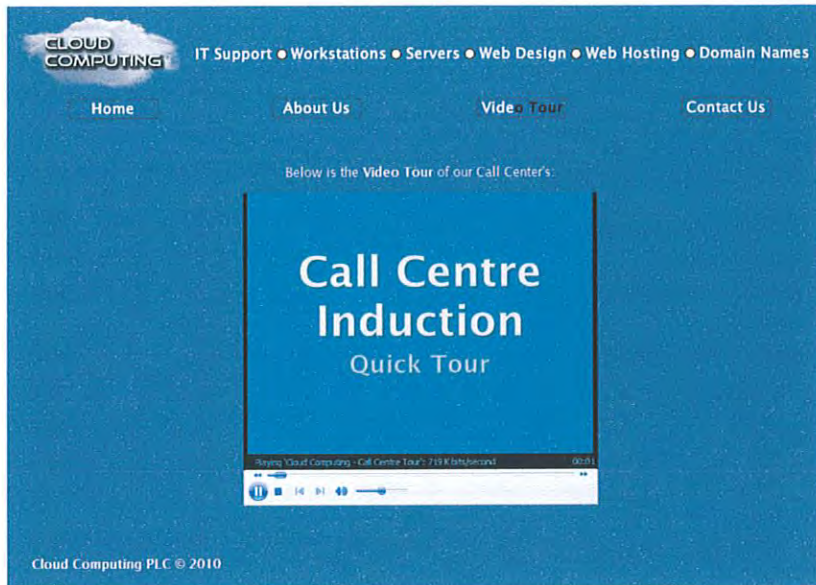
6 <style type="text/css">
7 <!--
8 .style3 {
9     color: #FFFFFF;
10    font-family: "Lucida Sans";
11 }
12 .style4 {
13     font-family: "Lucida Sans";
14     color: #FFFFFF;
15 }
16 .style5 {color: #FFFFFF}
17 .style7 {font-family: "Lucida Sans"; color: #FFFFFF; font-weight: bold; }
18 .style8 {
19     font-size: 20px;
20     font-weight: bold;
21 }
22 .style9 {
23     font-family: "Lucida Sans";
24     color: #FFFFFF;
25     font-size: 20px;
26     font-weight: bold;
27     font-style: italic;
28 }
29 a:link {text-decoration:none; color:#FFFFFF;}
30 a:visited {text-decoration:none; color:#FFFFFF;}
31 a:hover {text-decoration:underline; color:#FFFFFF;}
32 a:active {text-decoration:underline;}
33
34 </style>
35 </head>

```

I added the highlighted CSS coding to get rid of all decoration on links, apart from having active links underlined and also when you hover over a link it will underline. I have also made it so that all links are in white and do not change to the default purple colour. All of the coding above the highlighted part was Dreamweaver itself putting in the coding when I change styles.

Sound and Video




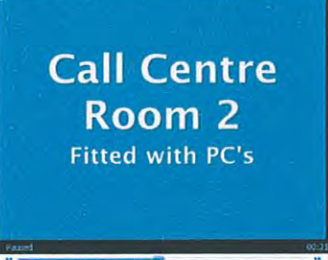




Sound and Video has been used on the video tour page as seen below:



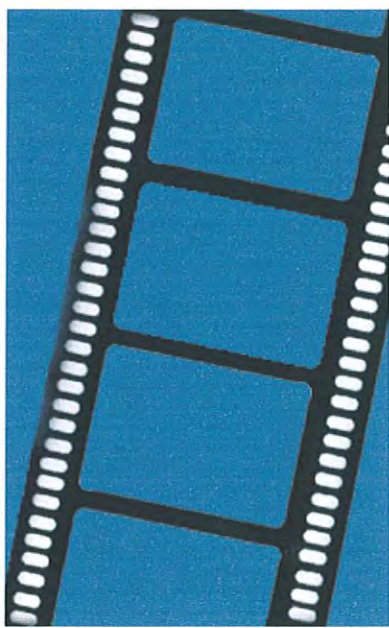
It uses windows media player to play a video that I have made myself by using my own video camera. I went to media rooms and filmed a shot my spinning the camera slowly around on a tripod as if it was my call centre room. I named this room call centre room 1 (fitted with apple macs). I then went into our computing lab and then filmed a panning shot in there and also got short clips of the organisational charts in there. I also filmed a short clip of the TV in there and then brought the camera slowly up so I could then fade my video to black and then display my logo on the video.

I used windows live movie maker to create the video. I also used some music which was royalty free from the internet into my video. I used fade in and fade out effects to make it look more professional.

<p>This is the start of the video</p>	<p>It then displays the title call centre room 1 and fitted with apple macs</p>

	
<p>It then fades into this video of one of the media rooms and goes from the right to the left</p>	<p>It then ends here on the left side of the room and then fades into the next video clip of the room, going back from the left to the right from a different perspective</p>
	
<p>It then ends on the right side and fades out</p>	<p>The title of the next call centre is then shown with a blue background keeping my corporate image</p>
	
<p>It then shows the networking in the room with a title</p>	<p>It then moves on to the organisational charts in the room</p>
	
<p>And then it moves onto the widescreen TV</p>	<p>For the last clip it comes from this position and then slowly moves upwards and then fades out</p>

	
<p>This image then fades in to show my companies logo</p>	

Adapting an imageI created this image:From this image:**Name**

Address 1

Address 2

Contact 1

Contact 2

Quotation/Headline

Company

Title

Other

Other

Other

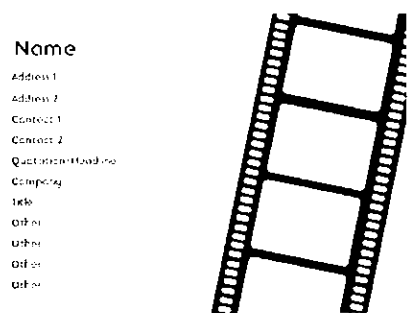
Other



Source:

http://rlv.zcache.com/filmstrip_chubby_business_card-p2404263809229979454j5c_400.jpg

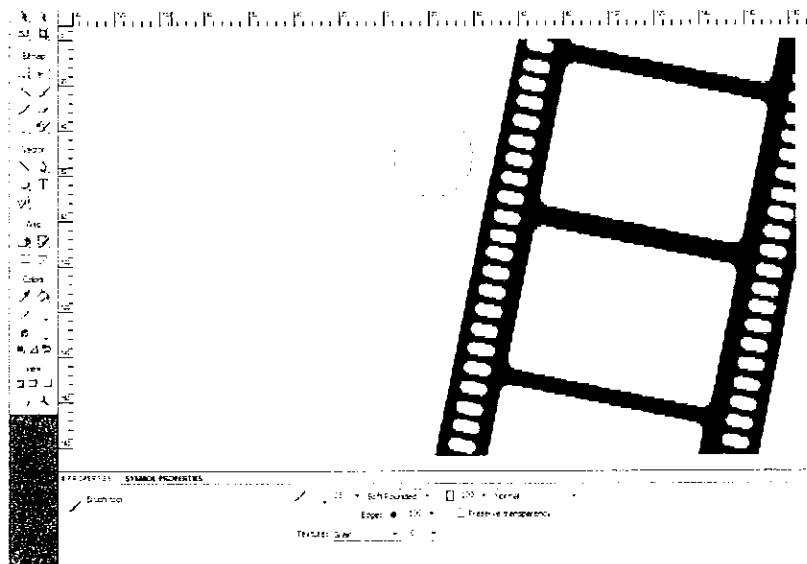
I started by importing the image into Fireworks ready for editing



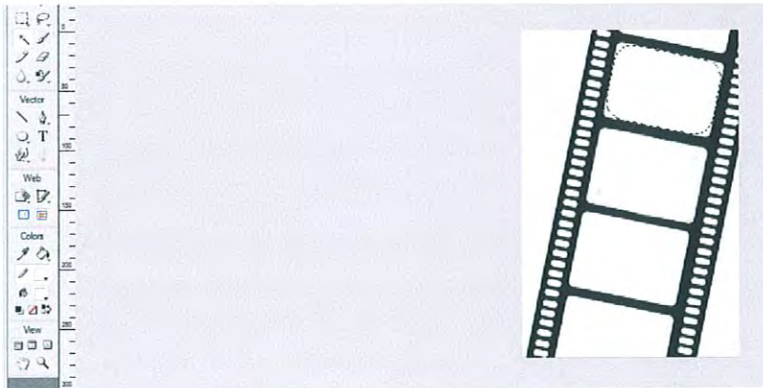
I then cropped the image so that the filmstrip was just left on its own



I then zoomed into the picture and used the brush or eraser to take out the rest of the picture that I didn't want – such as the part to the left of the filmstrip



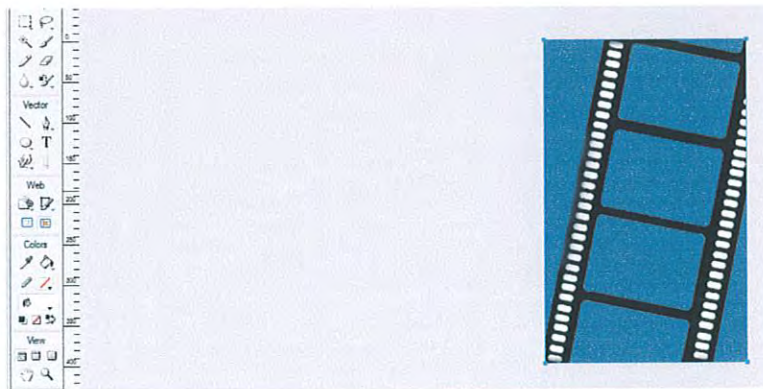
Once complete I had a filmstrip that looked like the image below



I then used the magic wand to then make the background of it transparent, leaving the small holes in the film strip still white



I then changed the background colour to the Cloud Computing blue colour so that it would blend in with my website well



Problems

- 1) I originally did my website with a small sized canvas. This became a problem because when viewed on screen it was then too small. I then done research into the average screen size used by internet users. The results returned that the screen size 1024x768 was the average resolution of user of the internet. I then designed my website for this size to cater for all different users.
- 2) The video was originally 15.6mb in size. When uploaded to my website for testing, the video took a long time to load. This was a problem because time is money in business, and videos must appear instantly. I then went home and exported the video again as the same size, but with lower quality. The file size was then lowered down to 4mb which is a decrease of 80%. This then made my video load quickly for viewers to watch.

Evaluation of software used

Macromedia Fireworks

Fireworks helped me edit the pictures that ended up on my website. The tools on here are very good and helped me edit quickly and efficiently. I think that Fireworks is more efficient than Photoshop for this use due to Fireworks being simpler to use and also that Fireworks was originally designed for manipulating images to go onto the web.





Macromedia Dreamweaver

I have been using Dreamweaver for many years, and I think that there is no better web design program out there. Notepad does not give assist and have parts where you can view your design whilst coding, and also notepad does not give you help when coding the actual website. For instance when you type something simple like <u> for underlining, Dreamweaver gives you the end tag additionally (</u>) so there is less learning and more help for the user. All other programs that try to do a similar job to Dreamweaver are not heard of making Dreamweaver the best website design program to use for just about anybody. Apart from Frontpage, which I think is basic and requires no skill at all. On top of that I think that Frontpage does not allow you to produce as good results as Dreamweaver does.

How I would approach this in the future?

1. To achieve a truly professional look, I would make the whole website using CSS. I have learnt this already in my spare time, but I think that CSS is only to be used when you are producing a large amount of web pages that all need to be identical in the areas of layout and style. Coding CSS into a page is time consuming and took me a long time to do for a different website that I designed. Using CSS would make the whole website automated, so that when I change my external CSS file (my template) all of my pages will also change, saving a large amount of time.

Sources Used (Bibliography)

URL	Picture/s	Description	How it was used
http://www.stylequeerilla.ch/worpress/wp-content/uploads/2008/03/iphone_home.jpg		<u>Images</u>	
http://rlv.zcache.com/filmstrip_chubby_business_card-p240426380922997945415c_400.jpg			
http://www.propertyinvesting.net/cgi-script/csNews/image_upload/specialreports_2edb.london-canary-wharf.jpg			
http://daveyboyd.com/wp-content/uploads/2007/09/imac_2_20070807.jpg			
www.oneandone.co.uk	None		
www.fasthosts.co.uk	None		
All of these four pictures were using in my website in the following order:			
Iphone – Contact Us Movie Strip – Video Tour Canary Wharf – About Us Apple Mac – Home (index)			
			Used for research

Plan

Date	Where completed	What I did	How long it took	Comments
12/1/10	School	Completed planning	50 mins per lesson	
13/1/10	School	Completed research		
19/1/10	School	Completed Draft 1		
20/1/10	Home	Completed Draft 2 and Final		
22/1/10	School	Completed Draft 1 & 2 improvements		
26/1/10	School	Completed Final improvements		
27/1/10	School	Completed Evaluation and future		