

## Suggested Exercises for Core Module

---

### Exercise One

Possible activity for session plan two in suggested scheme of work.

- reply to the sender, and at the same time send a carbon copy to one candidate and a blind carbon copy to another
- printed copies of all messages received and sent which should be kept as evidence
- save attachments to your storage area
- open the attachment/s using appropriate software packages, make specified amendments, and to print the amended contents
- the amended file/s should be sent back to the sender as attachments, with a message providing details of amendments made

### Exercise Two

Possible activity for session plans six and seven in suggested scheme of work.

- search the Internet for information on at least five different Internet Service Providers, produce an unformatted report of at least 2000 words comparing services offered by each, and incorporate at least five different headed sections in the report
- save this as a TXT file
- include a list of URLs of websites from which the information has been acquired

### Exercise Three

Possible activity for session plan eight in suggested scheme of work.

Using the TXT file produced in the previous activity, set up the page format as follows, using section breaks where required:

- set the page orientation to Portrait and the page size to A4

The first page should be a front cover page, consisting of the following:

- a report title, centred, in a sans serif 18 point font
- your name under the title, centred, in the same font, with a font size of 16 points

For the remainder of the document, format as follows:

- set the page orientation to portrait and the page size to A4
- set the top margin to 2cm, the bottom margin to 2cm and the left and right margins to 2.5cm
- set a style for the body text to a sans serif font, with a font size of 12 points
- set a style for headings to a font size of 14 points
- set a style for the page heading to a font size of 16 points
- insert a header with the report title right-aligned
- insert a footer with your name left-aligned and the page number right-aligned
- the page numbering should be automated and give the current page number and the total number of pages (this does not include the cover page, which should not have a header, footer, or page number)
- the list of URLs should be included as an appendix
- produce a table of contents from the headings (this page should not have a header, footer, or page number)
- save and print the document

#### Exercise Four

Possible activity for session plan six in suggested scheme of work.

- search the Internet for information on the most widely used instant messaging services and produce a report which compares the facilities in each
- produce a summary of the main facilities
- make recommendations for the best service

#### Exercise Five

Possible activity for session plans nine and ten in suggested scheme of work.

Search the Internet for information on a subject of your choice, and write a report using information acquired, which should include graphical images. These must be freely available from the Internet, and not taken from a site without permission.

The report should include a list of at least 8 URLs, which should be from different websites. This should be formatted as an automated bulleted or numbered list.

Provide details of styles used which should include body text, headings, subheadings, headers and footers. A bulleted or numbered list should be incorporated into the document.

Save and print the document.

#### Exercise Six

Possible activity for session plans twelve, thirteen and fourteen in suggested scheme of work.

You work for an organisation that runs various training courses. The organisation has decided to host an exhibition to boost student numbers and needs various documents producing from pre-stored data files.

Hold a brainstorming session to get the students to collect data under the following headings; this should produce a table of at least 30 records that can be used in a spreadsheet or database.

Lastname	Town	Date of Birth	Course Name	Trainers Initials	Start Date	End Date	No of Days	Cost
----------	------	---------------	-------------	-------------------	------------	----------	------------	------

Various Course Names can be used for example: Electronics, Engineering, Computer Numeric Control, Computer Systems, Computer Applications, etc. You should also create another table with these Course Names and Trainers Initials column. This table will be used with the above table to Lookup; this will automate the input of Trainers Initials per course. You will also need a cell that can be used as an absolute reference; this could be the rate per day, to be used when calculating the cost of per course.

Prepare a text file on the above subject, approximately 1000 words. The text should contain some text to be assigned the following styles: Heading, Subhead, Body Text and Bullets

Save and print the document.

Create the spreadsheet file and perform calculations/functions.

Sort data and extract specific data items to be used in the text file.

### **Exercise Seven**

Possible activity for session plans fifteen, sixteen and seventeen in suggested scheme of work.

- load the pre-saved text file
- change the page layout - margins
- set up styles to be used for all text
- format the text in the file to specific styles
- insert a spreadsheet/database file as a table into the text file and format, changing the page orientation to accommodate the table
- using the data in the spreadsheet/database table produce various graph types, inserting legend, labels and titles
- insert and resize a graphic/clip art into the text file
- save and print the document

### **Exercise Eight**

Possible activity for session plan eight in suggested scheme of work.

You work from home for a company called UK Aeromodels, who sell model aircraft by mail order.

The proprietor has sent an email with two attachments, which you should download and save, and has instructed you to format the text in the file, MODEL.TXT, as follows:

- set the page orientation to portrait and the page size to A4
- set the top margin to 3cm, the bottom margin to 2cm and the left and right margins to 2cm
- set a style for the body text to a sans serif font, with a font size of 12 points
- set a style for the section headings to a font size of 14 points
- set a style for the page heading to a font size of 16 points

Insert the file PRICES.TXT, at the end of the document and convert it to a table. Ensure that the text has the same format as the body text style.

Adjust the layout so that the text in a section, or in the table, does not cross a page break.

Save the completed document and print a copy.

E-mail the file to your tutor.

### **Exercise Nine**

Possible activity for session plan eight in suggested scheme of work.

- open the document produced in the previous exercise
- change the page layout - margins
- set up new styles to be used for all text
- display the table on a separate page, with landscape orientation, and increase the font-size
- save and print the document

## Exercise Ten

Possible activity for session plans fifteen, sixteen and seventeen in suggested scheme of work.

Type the following data into a table.

### R/C Ready-Built

Model	Wing		Price	Jan	Feb	Mar	Apr	May	June
	Span	Motor		Total	Total	Total	Total	Total	Total

### Ready-Built Trainers

Jumper 25	61"	25	£89.95	12	17	22	18	21	23
Bobcat 30	54"	25	£62.95	5	9	13	15	15	25
Arising Star	63.5"	46	£69.95	5	4	5	5	7	7
Bobcat 30	54"	32	£62.95	5	7	9	11	15	14
Thunder Tiger 2000	61"	46	£72.95	12	12	16	15	18	21
Thunder Tiger 40	73"	46	£69.95	8	5	10	12	10	11
Thunder Tiger 60	61"	60	£119.95	16	2	5	6	9	7

### Ready-Built Sports/Scale

Extra 300	50"	53	£78.95	7	12	13	15	16	20
Space Walker	63"	53	£78.95	8	12	13	11	11	14
Seagull 40	60"	46	£68.95	7	6	7	9	12	13
Travelair	62"	46	£69.95	3	8	8	9	14	17
Fairchild PT 19	56"	53	£79.95	8	11	16	17	16	16
Aviator	57"	53	£69.95	5	6	7	6	8	9

Add a column for the six-monthly totals and a column for total amount taken for each model

Produce 2 pie charts, labelled appropriately, to show the following:

- the first should show the total number of each type of Ready-Built Trainer sold over six months
- the second should show the total number of each type of Ready-Built Sports/Scale Model sold over six months
- produce 2 bar graphs covering the six month period, showing the number sold in each month, of the best selling model for each of the two categories Ready-Built Trainer and Ready-Built Sports/Scale
- write a report for the proprietor which summarises the table, and which gives an overall picture of which are the most and least popular models overall, and which incorporates the charts and graphs produced in 3 and 4 above
- set up an appropriate page format, and apply appropriate styles to body text and headings
- Use headers and footers, and use breaks to control pages where necessary
- include an automated bulleted or numbered list in the report
- insert the image MAGNUM.JPG into the report, manipulating as necessary
- save and print the document

## Exercise Twelve

Possible activity for session plan eleven in suggested scheme of work.

- print out a listing of files in your storage area (all printouts in this exercise should show the name of each file, its size and a time and date stamp)

For the following steps, describe how you performed each operation:

- create a folder/directory in your storage area called myfiles
- create the following new folders/directories in the myfiles folder/directory
  - images
  - text
- obtain a printout of the contents of the myfiles folder/directory
- copy all of the image files only, from your storage area, to the images folder/directory
- obtain a printout of files in the images folder/directory
- delete the original image files from the initial storage area
- move all of the TXT files only, from your storage area, into the text folder/directory
- obtain a printout of the files in the text folder
- obtain a new printout of the initial storage area
- obtain a printout of the steps taken to perform the above operations