**Cambridge International Diploma in ICT
Advanced Level**

Scheme of Work

5208
Automation
Optional Module

UNIVERSITY *of* CAMBRIDGE
International Examinations

Introduction

This optional module is about using appropriate software to automate routine tasks.

What is assessed in this module?

Setting up and running a mail merge routine.

The creation of:
- variable fields to be completed manually, using ask, fill in, bookmark
- variable fields to be completed automatically
- user prompts for manual input
- use of merge functions
- creation of a document which selects and summarises data by:
- automatic selection of required fields using if, next, skip
- automatic selection of required records using query
- setting up of an automated procedure which enables the user to select the document required, and data to be merged with it
- use of the following selection facilities to allow the required document to be selected:
  – drop-down menu
  – hyperlink
  – push button
  – list box
  – combo box
  – command button
  – radio buttons
- saving and printing selected document/s, merged documents
- saving and printing source documents, containing merge codes, macros, procedures
- production of screen shots, where appropriate

Tutor preparation required to Deliver this Module

You will need:

- prepared files to be used for mail merge
- documentation showing what the students have to do
- appropriate documentation from 'general principles and procedures' below

Underpinning Knowledge

- reasons for using automated routines
- methods required and software available for production of automated routines
- implications if the mail merge is not correctly performed

General Principles and Procedures

In preparation for this module you could produce notes on the following topics:

- use of mail merge and selective mail merge, types of file used for merging
- use of variable fields for both automatic and manual completion
- creation of user prompts for variable fields to be completed manually
- methods for manual and automatic selection of records
- printing source documents and merged documents, and obtaining screen shots

Scheme of Work

Assessment Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
Automation				
Session Plan One				
• set up and run a mail-merge routine • create a document which selects and summarises data	1.1.2 1.1.3 1.1.4 1.1.5 1.2.1 1.2.2	• create a template for the form provided • set up ask, fill in and bookmark fields for manual completion • set up variable fields for automatic completion • automatically select required fields using if, next, skip if • automatically select records using query • create appropriate prompts to the user for manual completion • use merge functions	• hard copy of form to be created • instructions on the following: • creating a form • setting up a mail merge • automatic selection of fields and records • creation of user prompts • using merge functions	• provide a design for a simple form to be created, which requires both manual and automated fields, and includes user prompts • provide a data file to be merged with the form

Assessment Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
Session Plan Two				
• set up and run a mail-merge routine • create a document which selects and summarises data • save and print data	1.1.1 1.1.2 1.1.3 1.1.5 1.2.1 1.2.2 2.1.1	• analyse junk mail to see how it has been generated using mail merge • discuss types of data which can be used for a data file • create a data file and a text file to be used in exercise 1 • create a mail merge using the two files	• documentation for exercise 1	• exercise 1 could be used
Session Plans Three and Four				
• set up and run a mail-merge routine • create a document which selects and summarises data • set up an automated procedure which enables the user to select both the required document and the data to merge with it • save and print data	1.1.2 1.1.5 1.2.1 1.2.2 1.3.1 1.3.2 1.3.3 2.1.1	• collect data and produce a file • produce two documents to be used for mail merges • set up variable fields for automatic completion • automatically select required fields using if, next, skip if • automatically select records using query • use merge functions • produce an automated routine which enables a user to select both a document and the data to be merged with it • print source documents and merged documents, and obtain screen shots	• documentation for exercise 2 • instructions for printing	• exercise 2 could be used for sessions 3 and 4 • suitable software should be selected by the student, so they should have knowledge of available packages and facilities included in each

Assessment Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
Session Plan Five				
• undertake Advanced Automation Module Specimen paper	All	• use for assessment of student	• specimen paper • assignment resources	• provide necessary documentation and resources as required by the specimen assignment
Session Plan Six				
		• debrief • further practice	• marked papers, for return to each student	
Session Plan Seven				
• undertake Advanced Automation Assessment	All	• Advanced Automation Assessment		

www.xtremepapers.net