

Design

Data capture form

Forename

Surname

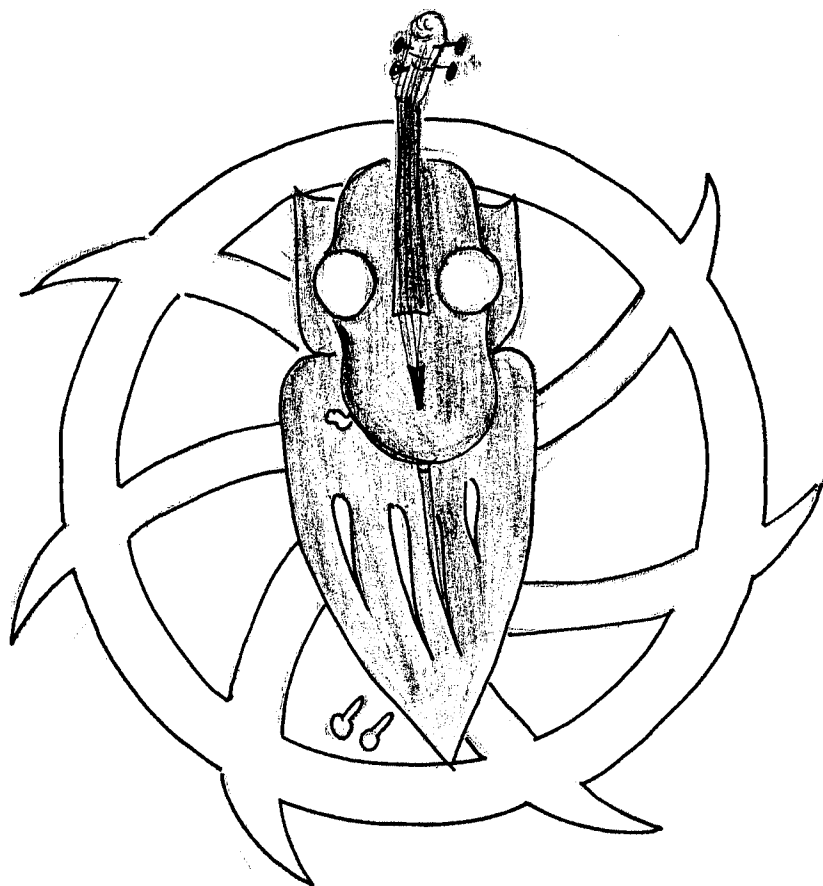
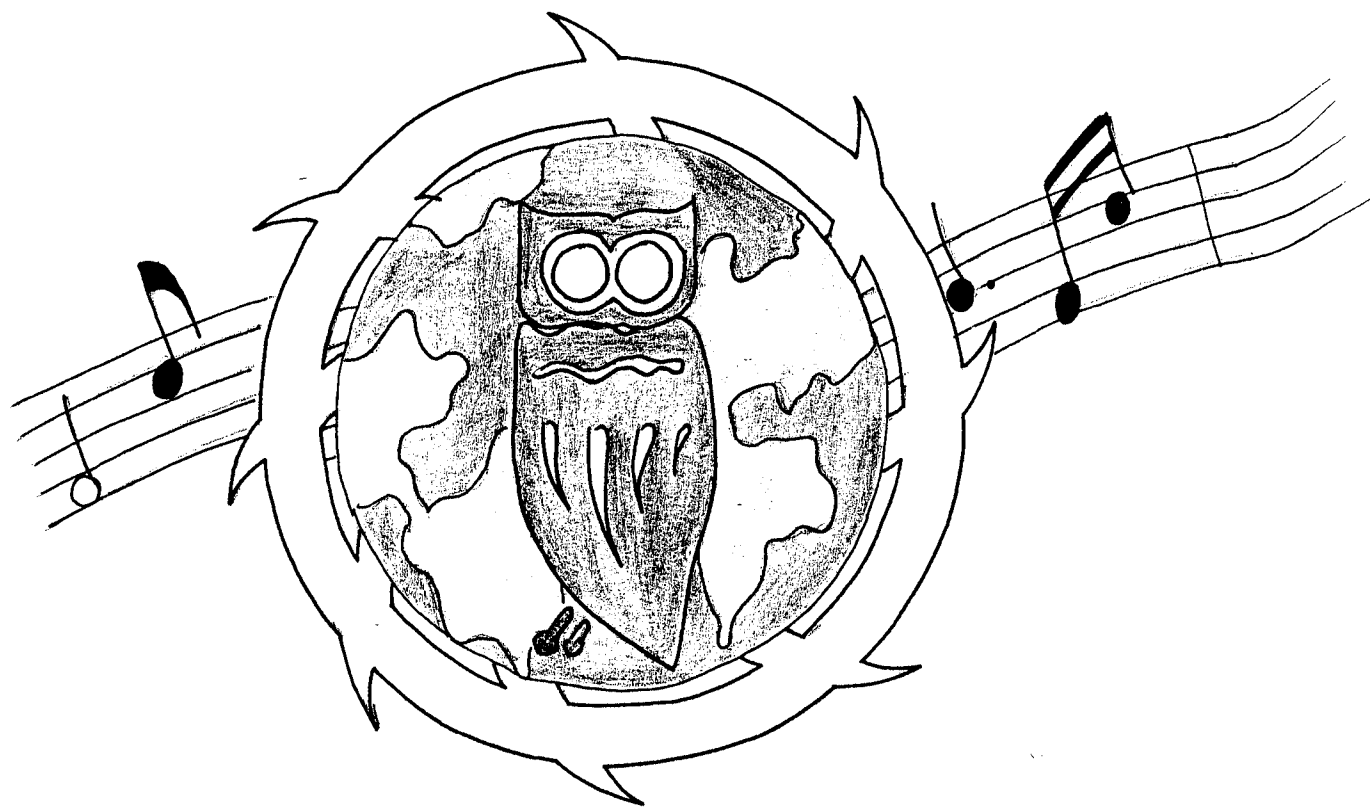
Age

Instrument 1

Prep. test Grade
(tick box)

Instrument 2

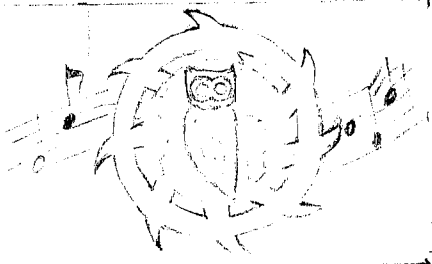
Prep. test Grade
(tick box)



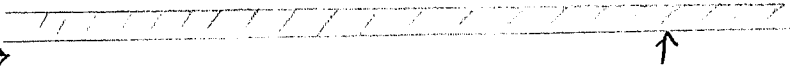
← margins of 3cm wide

Times New Roman
size 24

3 1/2 cm wide



EMBASSY SCHOOL



logo: 6cm long and
crosses at least a
1/3 of margin

↑
dividing
banner

- * portrait
- * single-line spaced
- * Times New Roman
- * 12 (font size)
- * 1 column

Test Plans

There are three types of tests able to be carried out on Word processor. Two are a form of validation test carried out by the computer, the other a verification test carried out by the user.

Validation Checks

1. Spell checker – allows text to be checked to see if it is spelt correctly, by suggesting alternative spellings.
*Once the letters had been completed with the correct details for each individual, I carried out spell checker.
2. Print preview – allows you to view the text, and see if everything is within the printable area.
*Before printing the letters (but after carrying out spell checker) I print previewed the documents.

Verification checks

3. Proof reading – Each letter was proof read, because when the different data is included sometimes the grammar can be confusing.
4. Aesthetic reading – this must be done lastly by Mrs. Kandilaki, after she has viewed my designs, and layout of the letter.

✓
Testing



Implement

Data Capture Form

Any pupils requesting to be entered for the associated board music exams in Easter please fill in the following form using capital letters. We would be grateful if you could hand it to Mrs. Kandilaki before the end of the week. Thank you!

Forename

Surname

Age

Instrument 1

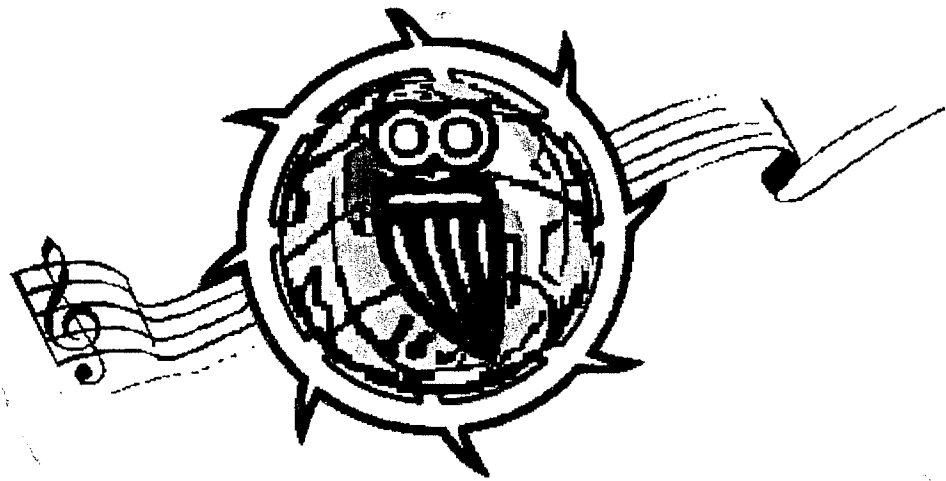
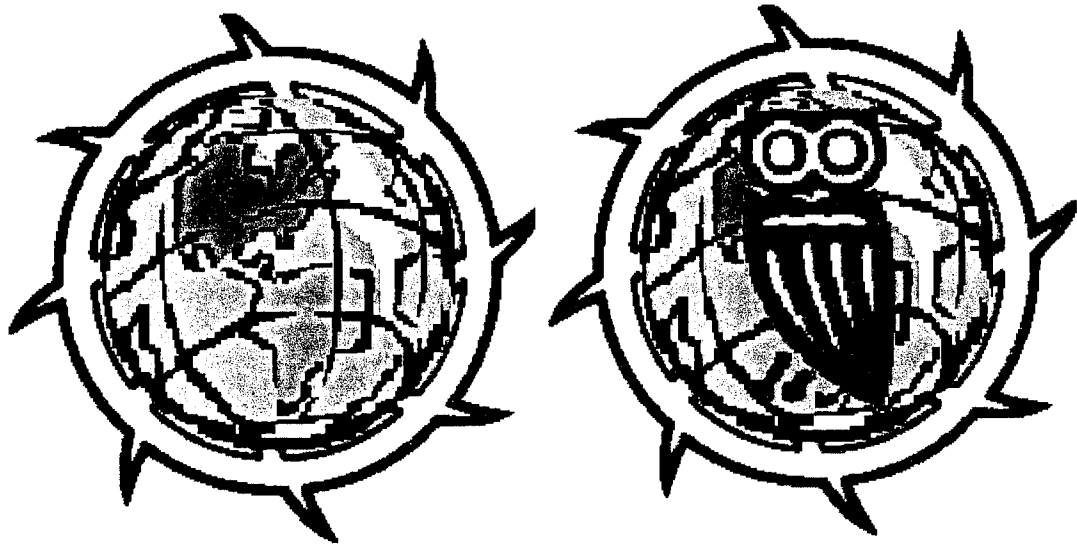
Preparatory test
(tick box)

Grade

Instrument 2

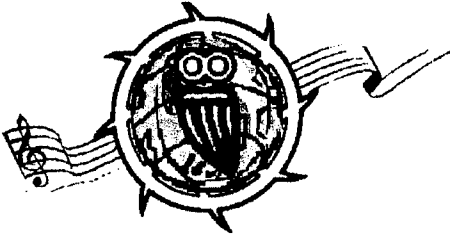
Preparatory test
(tick box)

Grade



For the logo I decided on combining both music and the world with the school owl. The reason why I chose the world is due to the various nationalities found in our school.

To represent the music department I added manuscript paper with a treble clef placed behind the main school logo. This way it states it is the foundation of all.



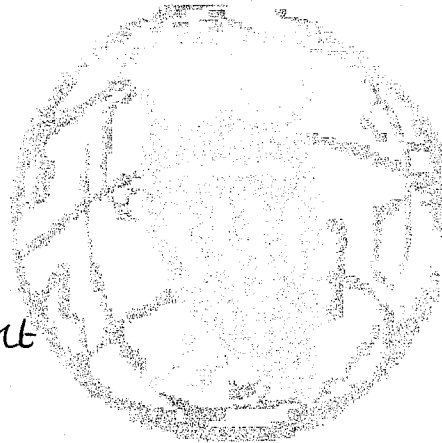
EMBASSY SCHOOL

Mail:
Telef

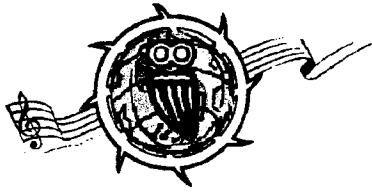
Greece E-mail: . ail.hol.gr
Fax:

MUSIC

*For the watermark
Mrs Kandilali wanted
text to also be included
in the background faded,
Unfortunately though it
isn't possible to turn text
into a watermark. So, as
an alternative I decided
on adding a semi-transparent
text box over the already
present text.*



DEPARTMENT



EMBASSY SCHOOL

Sophocles Venizelou 73, Lykovrissi,
Athens GR 141 23, Greece

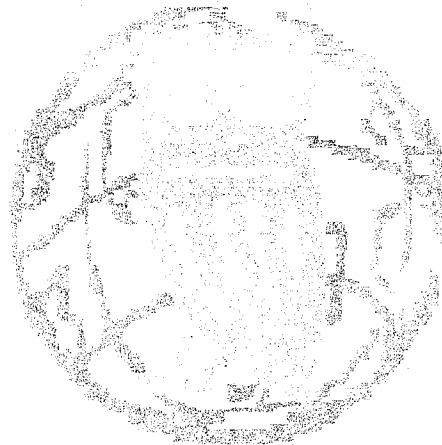
Mail: P.O. Box 5
Telephone: 210:

il.hol.gr
15

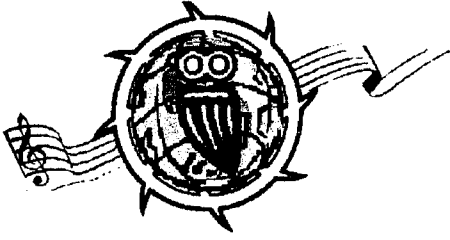
*This is how the
text on the previous
page turned out when
a semi-transparent
layer was placed on top.*

*As you can see it is
still slightly too dark.....*

MUSIC



DEPARTMENT



EMBASSY SCHOOL

Sophocles Venizelou 73, Lykovrissi,
Athens GR 141 02, Greece

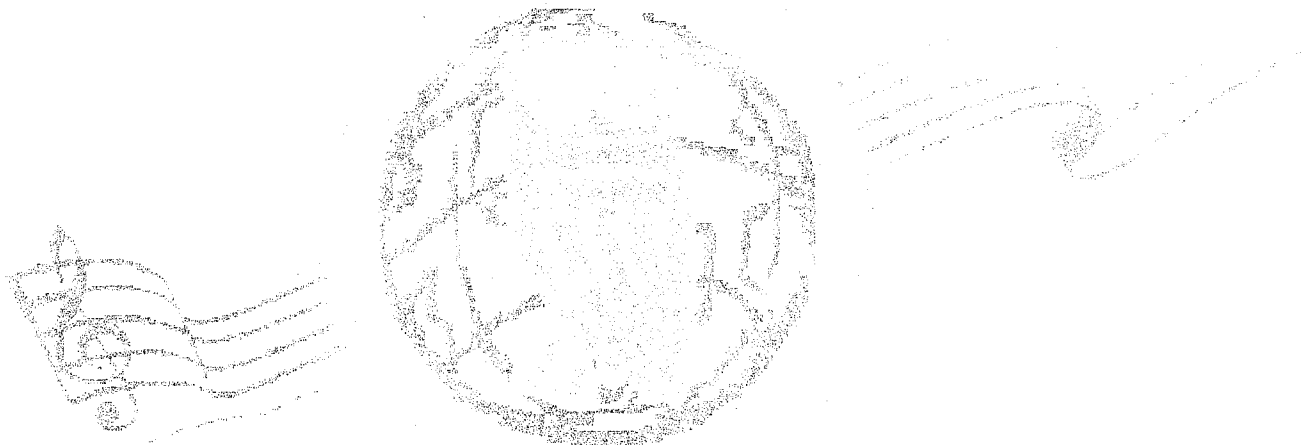
Mail: P.O. Box

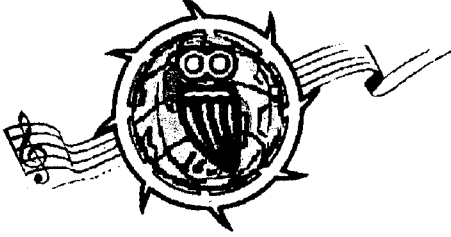
.hol.gr

Telephone: 2

.15

Therefore I used a
paler green so that
it resembles a watermark





EMBASSY SCHOOL



Embassy School, 72, Tzitzovias Street, Athens 11527, Greece

Mail: P.O. Box
Telephone: 210

hol.gr Mrs Kandilaki
believed this banner to attract too much attention, as you were taken away from logo

Date

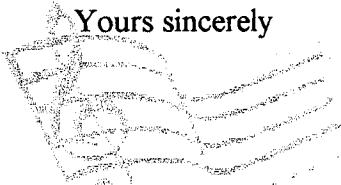
Dear <<Title>><<Surname>>

The last entry date for the 2003 Associated Board music exams is Friday 24 January. Although the definite examination date is not yet known, we are aware that they will take place some time in April.

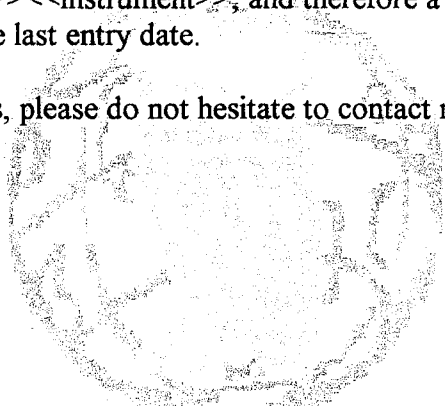
Your child, <<Forename>><<Surname>>, has been entered for <<Grade>><<number>><<instrument>>, and therefore a fee of <<number>> Euro must be paid before the last entry date.

If you have any queries, please do not hesitate to contact me. I look forward to hearing from you.

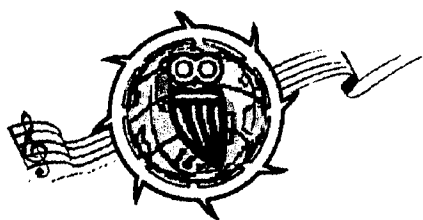
Yours sincerely



Marietta Kandilaki
Head of Music



I chose to use New Times Roman for the font, size 12 as it appears more formal and sophisticated. Also it is used widely by the school for their formal letters



EMBASSY SCHOOL

Sophocles Venizelou 73, Lykovrissi,

Mail: P.O. E

Telephone: 210 252 9750 210 252 9750

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15

Date

Dear Mr and Mrs «SURNAME»

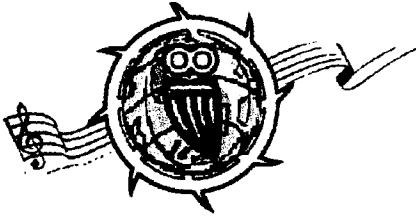
The last entry date for the 2003 Associated Board music exams is Friday 24 January. Although the examination dates are not yet known, we are aware that they will take place some time in April.

Your child, «FORENAME» «SURNAME», has been entered for «INSTRUMENT» «GRADE», and therefore a fee of «FEE» Euro must be paid before the final entry date.

If you have any queries, please do not hesitate to contact me. I look forward to hearing from you.

Yours sincerely

Marietta Kandilaki
Head of Music



EMBASSY SCHOOL

Sonhocles Venizelou 73. Lvkovrissi.

Mail: P.O.

ail.hol.gr

Telephone

415

Date

Dear Mr and Mrs Millard

The last entry date for the 2003 Associated Board music exams is Friday 24 January. Although the examination dates are not yet known, we are aware that they will take place some time in April.

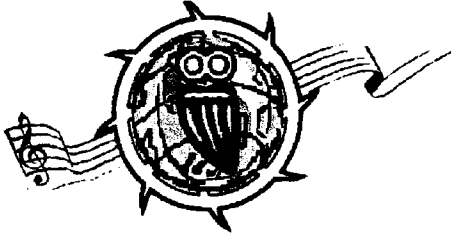
Your child, Alex Millard, has been entered for piano Grade 2, and therefore a fee of 48.5 Euro must be paid before the final entry date.

If you have any queries, please do not hesitate to contact me. I look forward to hearing from you.

Yours sincerely



Marietta Kandilaki
Head of Music



EMBASSY SCHOOL

Sophocles Venizelou 73, Lykovrissi,

Mail: P.O. E

l.hol.gr

Telephone: 2

415

Date

Dear Mr and Mrs Famelis,

The last entry date for the 2003 Associated Board music exams is Friday 24 January. Although the definite examination date is not yet known, we are aware that they will take place some time in April.

Your child, Yiota Famelis, has been entered for piano preparatory test, and therefore a fee of 31.5 Euro must be paid before the last entry date.

If you have any queries, please do not hesitate to contact me. I look forward to hearing from you.

Yours sincerely



Marietta Kandilaki
Head of Music

TEMPLATES

Templates are set structures for documents, designed by the user for a specific purpose. They have to be saved as a template file to fit this description.

The template made for the music department is to be used as an informative letter for the associated music exams that take place twice a year. My template contains the settings, and so only the fluctuating data needs to be added each time.

The printout below displays my template with the desired settings (page layout, banners, font size etc)



EMBASSY SCHOOL

Mail: E
Telepho

il.hol.gr

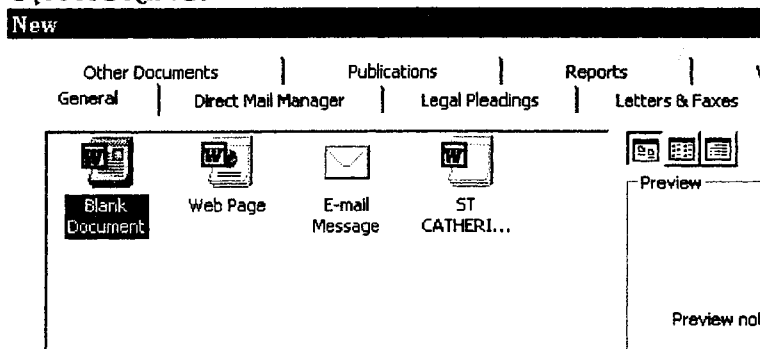
Date

Dear Mr and Mrs

The last entry date for the 2003 Associated Board music exams is Friday 24 January. Although the definite examination date is not yet known, we are aware that they will take place some time in April.

Your child,, has been entered for, and therefore a fee of Euro

To obtain the template after having saved it you must firstly go to New document in the file menu and choose the document named ST CATHERINE:





Evaluate

Evaluation

I believe that the objectives in this assignment were carried out quite successfully, although more time was required to round it up completely. Only one objective wasn't carried out, that being the letter informing the parent of the consequences if they did not pay the fee on time. This occurred only because all the parents managed to promptly pay the fee this year. ✓

The final logo managed to fit the objective, although it varies slightly from my hand drawn designs. To me, the qualitative objective was carried out the best, but this may seem otherwise to various people. ✓

Comparison
with original

Dear Christina

Thank you very much for all the work you have done for me and the members of the Music Department. It has been a great help to us.

I was very impressed with the Spreadsheet , I did n't realize that you could use a spreadsheet to make a room plan. This will be really helpful, especially during the exam period when we sometimes need to change rooms. I was wondering how easy it would be to update the plan and perhaps add new rooms?

Of course the work you did using Sibelius is excellent and has already been enjoyed by the whole school during the Christmas Concert. You obviously have a sound understanding of the software and this has resulted in excellent quality scores. I am looking forward to you explaining the programme in detail to me.

The database is comprehensive and enables me to printout all the information I need. Although, I was wondering if there is any other way you could layout the reports as there is quite a lot of information included in some of them, perhaps the names could be highlighted to make it clearer.

The entry letter is an outstanding aid for the department and will save me a lot of time and effort. The logo is brilliant, I know the owl is traditional red but I was wondering if we could experiment using different colours as I am not that keen on red.

Yours truly,

Mrs Kandilaki

User Feedback

I am not too keen on changing the colour of the owl in the logo, as it is a prominent strong colour, but I agree that without experimenting with different hues we will never know. A modification with the logo would be to test out shades of green and blue, which are also shared in the background of the world. They may blend in nicely or too nicely so that it doesn't stand out exceptionally.

A good idea would be to use the negative of the music logo, which should be extremely effective, and not really changing the combination of colours used.