

Improving Productivity using IT - Level 2
Scenario Assignment Sample Test 3
Version SampleMQTB/1.0/IP2/v1.0

This test is divided into two parts. You **MUST** complete the **Performance** part before the **Knowledge** part.

You must read through the whole scenario assignment before starting.

The time allowed for both the Performance and the Knowledge parts is **one hour**.

In the **Performance** part of the test you will carry out tasks based on a scenario using an appropriate application of your choice. It is recommended that you allow approximately 45 minutes to complete the Performance part of the test. The pass mark for this part of the test is 75%.

In the **Knowledge** part of the test, you will answer some questions that relate to the work you carried out in the Performance part. There are 12 tasks in this section of the test. It is recommended that you allow approximately 15 minutes to complete the Knowledge part of the test. The pass mark for this part of the test is 75%.

Part 1 – Performance

NOS Ref.	Tasks
B1.1 B1.3	<p>You are employed as the PA to the Sales Director at Summerville Training, an IT training provider with 7 training centres across the UK.</p> <p>You have been asked to amend and enhance an existing document for the Sales Director's meeting with a major new client. The current document is not professional enough, in the current application. For this particular client the data will be delivered via an overhead projector during the meeting.</p> <p>You have 45 minutes before the Sales Director leaves for the meeting. For display and budget purposes, the completed pages are to be viewed on-screen ONLY and NOT printed.</p> <p>Whilst data is presented to you in different formats, you should choose the most suitable application for the task. The choice of application should also reflect the most productive use of IT.</p> <p>Consider the IT experience of the users who will view the files; not all employees who access the data have the same skills as yourself. Ensure that data is presented consistently.</p> <p>Read through the scenario assignment. Ensure that the correct application is used and that the intended data is used.</p> <p>Instructions are given to save the file but good practice dictates that you should save your work regularly during the assignment.</p>

B1.7 During the assignment you will be expected to:

- Distribute text and apply suitable page layouts.
 - Ensure that data is presented consistently.
 - Apply a design template to each page of data.
 - Insert drawing objects and add text.
 - Group drawn objects.
 - Find and replace text.
 - Insert a footer.
 - Apply transition effects.
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B1.7 There are four files for the assignment:

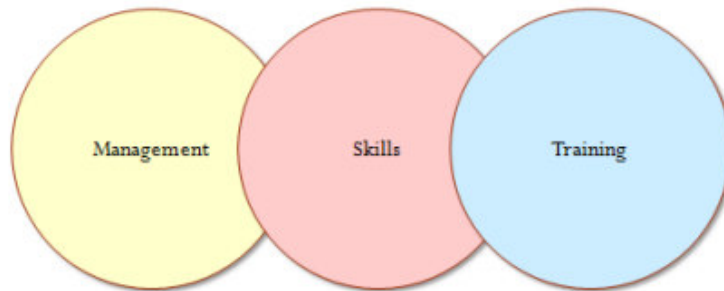
- ***Summerville Training.***
 - ***Additional text for sample 3.***
 - ***Trends.***
 - ***ST Logo.***
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B1.4 Open the file ***Summerville Training*** from your Learner Drive and make the following changes to the file:

- Insert the pages, without the formatting, from the file ***Training Needs*** at the end of the working file, ***Summerville Training.***
 - Save the file to your Learner Drive as ***Management Delivery***, adding your initials at the end of the filename - for example, ***Management Delivery AZ.***
 - The company logo image ***ST Logo*** needs to be inserted so that it will display on each page. The logo should be centred horizontally at the bottom of the page.
 - On the ***Is Training the Answer?*** page insert the image ***Yes.*** Accept default settings.
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B1.4 On the **Key Elements** page, create the following drawing:

- Draw a circle and insert the text **Management**.
- Draw a second circle and insert the text **Skills**.
- Draw a third circle and insert the text **Training**.
- Apply a background fill colour of your choice to each circle.
- Apply any shadow effect and slightly overlap each circle.
- Ensure **ALL** the text is still visible.
- Change the text colour to black and embolden.
- Group the three drawn objects together.



B1.4 On the **Statistics** page, reduce the font size of **ALL** the text in brackets (and the brackets too) to **18 pts**.

B1.4 On the **Training Trends** page, change the slide layout to one that allows charts to be added.

Insert a graphical representation based on data in the file called **Trends**.

- The graphic must be a clustered column design.
- The number of people training in **Manchester** this year should be amended to **6598**.
- Change the background colour of the plot area of the graphical representation to a colour of your choice. The page design should not be affected.
- Insert a text box above the graphical representation. Insert the data **100% increase from last year** into the text box. The text box should have a solid background fill colour of your choice and a suitable border.
- Change the font size of the text in the text box to **14pts**.
- Draw an arrow line from the text box to **This Year's 'Manchester'** column. The line should be a dash style and should be formatted to point size **1.5**.

B1.4 On the **Summerville Training Timeline** page, change the page title to **Management Training Timeline**. Embolden, **ONLY** the text **Day 1**, **Day 2** and **Day 3**, at the start of each bullet point.

Delete the **Client Evaluation** page.

Move the **Thank You** page to the end of the document.

Apply a design template of your choice to **ALL** pages.

Apply transition settings of your choice to **ALL** pages.

Insert the date in the footer, to update automatically, to **ALL** pages **except** the title page.

Available in a file called **Additional Text for Sample 3** is text to be inserted as speaker notes on the **Choose a Course** page.

B1.6 Find and replace all occurrences of **personnel** with **manager**.

B2.5 Check the file for spelling mistakes using the most suitable tool from the application.

Make corrections where needed.

You can safely ignore proper names.

Ensure that the page titles and similar page layouts are consistent and that the quality of the work is suitable for the intended audience.

For display and budget purposes, the completed pages are to be viewed on-screen so no printed copies are required.

Save and close your file using the same filename **Management Delivery AZ**.

Close **ALL** files and the application.

This is the end of Part 1 – Performance.
Continue on to Part 2 – Knowledge.

Part 2 – Knowledge

NOS Ref.	Item Ref.	Tasks	Marks
		<p>Open the file called Answerfile from your Learner Drive.</p> <p>Enter your Learner Identification and Scenario Assignment Number in the cells provided.</p> <p>Use this file to record your answers to the relevant questions.</p>	
B1.2	1.	<p>Thinking about the resources needed for this assignment, which software application did you consider the most suitable?</p> <p>A. Presentation.</p> <p>B. Database.</p> <p>C. Computer drawing tool.</p> <p>D. Diary management.</p> <p>Enter A, B, C, or D in Answerfile in the space for question 1.</p>	[1 Mark].
B1.2	2.	<p>What feature of the suitable software application allows the task to be completed?</p> <p>A. Sends and receives emails and creates diary appointments.</p> <p>B. Creates a mail merge document.</p> <p>C. Presents text and graphics to put on a show to an audience.</p> <p>D. Columns and rows allow quick and effective data inputting.</p> <p>Enter A, B, C, or D in Answerfile in the space for question 2.</p>	[1 Mark].
B1.6	3.	<p>Which of the following represents the best reason why you chose this particular software application for the task?</p> <p>A. The application recognises the orientation required for the data.</p> <p>B. Text and graphics can be integrated for presenting to an audience.</p> <p>C. The spell checker checks totals as well as text.</p> <p>D. The application automatically adds footers to pages.</p> <p>Enter A, B, C, or D in Answerfile in the space for question 3.</p>	[1 Mark].

B1.6 4. Which of the following statements explains why you chose the software application for the task? [1 Mark].

- A. The application automatically changes the margins.
- B. Data can be quickly and cost effectively processed.
- C. Borders are added whenever text is changed to bold.
- D. The application is ideal for typing letters.

Enter **A, B, C, or D** in **Answerfile** in the space for question 4.

B1.8 5. Which of the following is a legal consideration when using IT? [1 Mark].

- A. You can use other people's software free of charge.
- B. Copyright law only exists if you are photocopying.
- C. Ensure any software you use is licensed.
- D. Data protection laws do not apply if your company employs less than 25 people.

Enter **A, B, C, or D** in **Answerfile** in the space for question 5.

B2.2 6. Which of the following tasks were carried out by the correct tool? [1 Mark].

- A. The data was sorted by cutting and pasting in the required order.
- B. A bold effect was achieved by using a heavier font type.
- C. Calculations were created using the calculator in Windows then pasted into the total area.
- D. The data was inserted into a chart to create a graphical representation.

Enter **A, B, C, or D** in **Answerfile** in the space for question 6.

B2.3 7. Which of the following would represent a strength in your final work? [1 Mark].

- A. A table was used to control the layout of the document.
- B. Large amounts of data can be best represented by any type of chart.
- C. The completed document is spellchecked, proof-read and well presented.
- D. Underlining was achieved by drawing a horizontal line.

Enter **A, B, C, or D** in **Answerfile** in the space for question 7.

B2.3 8. Which of the following would identify weaknesses in your final work? [1 Mark].

- A. Applying currency symbols to financial data.
- B. A chart or image covering data beneath it.
- C. Spell checking before printing.
- D. All data can be seen.

Enter **A, B, C, or D** in **Answerfile** in the space for question 8.

B3.1 9. In terms of business productivity, which of the following is a benefit of using IT tools and systems in the workplace? [1 Mark].

- A. Storing and retrieving company electronic data is fast and efficient.
- B. Modern computers are so reliable that it is not necessary to create data backups anymore.
- C. Businesses must use networked computers to be efficient.
- D. It is easier to read emails when they are printed out than on screen.

Enter **A, B, C, or D** in **Answerfile** in the space for question 9.

B3.1 10. In terms of business productivity, which of the following is a drawback of using IT tools and systems in the workplace? [1 Mark].

- A. Insufficient care taken when entering data may lead to work having to be re-done..
- B. It is quicker to hand-write documents than produce them on the computer.
- C. Businesses can't be productive if they don't have a network of computers.
- D. Work has to be checked by a line-manager before it can be saved.

Enter **A, B, C, or D** in **Answerfile** in the space for question 10.

B2.4 11. Which of the following would improve your work? [1 Mark].

- A. Formatting documents using self-taught methods.
- B. Correcting mistakes, spell checking and proof reading.
- C. Not saving files with clear logical filenames.
- D. Apply a different border to each page.

Enter **A, B, C, or D** in **Answerfile** in the space for question 11.

B3.2 12. Which of the following are benefits of improving productivity? [1 Mark].

- A. If work is finished early employees can go home early.
- B. Employees rely too heavily on IT applications.
- C. There is no cost benefit to improving productivity.
- D. Profitability.

Enter **A, B, C,** or **D** in **Answerfile** in the space for question 12.

Save and close your file keeping the same filename **Answerfile**.

Close **ALL** files and applications.

Total marks	12
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This is the end of the Assignment.

If you have time, check the work you have done.